

## **Part Time or Full Time Line Cook**

The Riviera Club is looking for a part time line cook for our new lunch and breakfast service. The hours we are looking to fill would be 9am-3:30pm Monday through Friday and 6am-12pm on Saturday. Extra hours on the weekend might be needed depending on event schedule.

### Qualifications

- Stand for long periods of time
- Lift upwards of 50lbs
- Positive Attitude
- Works well with a team
- Self-Starter
- Food knowledge

### Responsibility

- Knowledgeable and follows Health Code requirements for Food Safety and Personal Hygiene
- Cooks food properly, correctly and in a timely manner
- Keeps areas clean, organized and sanitized at all times
- Perform other tasks from the Head Chef
- Memorize the menu and be aware of allergens when informed
- Set-up, Maintaining, Cleaning, and Disassembly of Equipment

## **Line Cook Job Description**

- I. Position  
BOH Employee/Cook
- II. Works and F&B Service Areas
- III. Job Summary (Essential Functions)  
Provide food and beverage to club members and guests.
- IV. Job Tasks (Additional Responsibilities)
  1. Sets up side station and performs assigned side (prep) work.
  2. Prep food accordingly to menu/service
  3. Maintain clean and organized workspace
  4. Cook all foods appropriately
  5. Pleases customers by providing a pleasant dining experience.
  6. Serves meals by reviewing recipes; assembling, combining, and cooking ingredients; and maintaining a sanitary kitchen.
  7. Executes cold food production in accordance with standards of plating guide specifications.
  8. Attends to the detail and presentation of each order.
  9. Places and expedites orders.
  10. Prepares ingredients by following recipes; slicing, cutting, chopping, mincing, stirring, whipping, and mixing ingredients; adding seasonings; verifying taste; and plating meals.
  11. Completes hot meal preparation by grilling, sautéing, roasting, frying, and broiling ingredients and assembling and refrigerating cold ingredients.

12. Adheres to proper food handling, sanitation, and safety procedures; maintains temperature and Hazard Analysis Critical Control Point (HACCP) logs as required; and maintains appropriate dating, labeling, and rotation of all food items.
  13. Stores leftovers according to established standards.
  14. Coordinates daily food supply inventory for kitchen. Submits order to supervisor.
  15. Assists with receipt of deliveries.
  16. Contributes to daily, holiday, and theme menus in collaboration with supervisor.
  17. Ensures smooth operation of food services during absence of supervisor.
  18. Maintains cleanliness and sanitation of equipment, food storage, and work areas.
  19. Completes cleaning according to daily and weekly schedules and dishwashing/pot washing as needed.
  20. Assists with orienting new employees to their work area.
  21. Listens to customer complaints and suggestions and resolves complaints.
  22. Implements suggestions within parameter of position and refers more complex concerns to supervisor.
  23. Instructs personnel in use of new equipment and cleaning methods and provides efficient and effective methods of maintaining work area.
  24. Participates in and/or contributes to programs, committees, or projects designed to improve quality of service and employee productivity.
  25. Does "Whatever it Takes" to insure the Member's satisfaction while dining, and the success of the club.
- V. Reports to Managers and Head Chef/F&B Manager