

**HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Line Cook / Banquet Cook**

**Hours vary from 10-25 per week
Salary Range: \$10.00 - \$18.00 per hour**

Non-Exempt (PT)

Function

Promote Hoffman Estates Park District and Poplar Creek Country Club by providing coordination and production of food from the restaurant/bar, kitchen, banquets, weddings and golf outings that meets the expectations of all guests.

Supervision Received

All worked is performed under the supervision of the Kitchen Production Supervisor or Assistant Kitchen Production Supervisor.

Essential Functions and Responsibilities

A. General Administration

1. Maintain food quality and presentation.
 - a. Garnishes on everything including plates, hors d'oeuvre trays and buffet food.
2. Prompt timing in preparing and serving food.
3. Maintain a professional attitude and appearance including clean uniforms and hat when possible.
4. Be aware of food items in coolers in an effort to re-use certain items to cut down on food costs.
5. Continue cleaning standards for kitchen and coolers, rotating food in coolers, wiping work surfaces with sanitized solution of hot water, bleach and soap.
6. When working line, the following must be done:
 - a. Station "mise en place" for up coming shift by using set up checklist.
 - b. On slow days, line cooks are required to help with banquet prep.
 - c. Keep workstation sanitary and organized.
 - d. Leave station set up for following shift.
 - e. Close line following closing procedures checklist.
7. Perform other duties as assigned by the Kitchen Production Supervisor or Assistant Kitchen Production Supervisor.

B. Customer Service

1. Staff will greet guests in a friendly manner.

2. Be courteous and respectful at all times.
3. Staff will provide the guests with accurate information in all Park District communications.

C. Safety, Health and Loss Control

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.

Marginal Responsibilities

1. Communicate with residents, employees and vendors via telephone.

Psychological Considerations

1. Must be able to handle stressful situations with the public and other staff
2. Must be able to respond to guests needs.

Physiological Considerations

1. Must be able to work prolonged hours during nights and days as needed.
2. Must be able to stand, walk and climb stairs.
3. Must be able to work at various times.
4. Must be able to work in difficult climates.
5. Must be able to carry heavy crates and containers.

Environmental Considerations

1. May perform his/her duties indoors and outdoors, and will be subject to extreme hot and cold conditions occasionally.

Cognitive considerations

1. Must be able to follow directions and perform responsibilities as described.

Experience

1. Minimum of two years previous cooking experience.
2. Basic knowledge of food preparation and sanitation.

Requirements

1. Must be eighteen years of age.
2. Must be able to supply references upon requested.
3. Operate equipment necessary to complete assignments.
4. Able to lift 50lbs with no bending or twisting restrictions.
5. Deal with the public and fellow employees in a polite and businesslike manner.
6. Become familiar with the Employee Safety Manuals.
7. Perform all other duties as assigned

Education

1. High School graduates or currently enrolled in culinary apprenticeship.

Division Director Approval: _____ Date: _____