



HURST CONFERENCE CENTER

VenuWorks of Hurst, LLC 1st Cook Job Description

Job Title: 1st Cook
Department: Food and Beverage
Reports To: Food & Beverage Director/Executive Director
FLSA Status: Hourly, Non-exempt
Prepared By: CWN
Prepared Date: 5-6-11
Approved By: CWN

SUMMARY

The 1st Cook is a part-time position that assists the Executive Chef in assuring high food quality and foodservice sanitation throughout the facility. Assists with coordinating activities and training of all foodservice employees in food preparation and foodservice sanitation insuring an efficient, timely, and profitable foodservice operation by performing the following duties personally. When required, oversees kitchen operations in the absence of the F&B GM/Executive Chef.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities may be assigned.

A. Duties:

1. Customer Focus: Is dedicated to meeting and/or exceeding the expectations and requirements of internal and external customers.
2. Integrity and Trust: Is widely trusted and is seen as a truthful individual who keeps confidences, admits mistakes, doesn't misrepresent him/herself and is highly respectful of others.
3. Communication: Consistently exhibits courteous, respectful, non-defensive and appropriate communications and presents information in a concise and understandable format.
4. Teamwork: Works cooperatively with others in the accomplishment of joint tasks and common objectives. Contributes to a positive work environment, fosters collaboration and provides a tangible contribution.

B. Job Description:

1. Prepares food as specified by the chefs
2. Read and follows all recipes
3. Adjust recipes accurately
4. Operates all kitchen equipment safely and correctly
5. Taste and evaluates food before serving to ensure that standards are met; consults with the Chef if there are any concerns.
6. Portions food as specified by the Executive Chef
7. Garnishes food in an appealing manner
8. Follows production sheets accurately
9. Serves food that is safe to eat. Follows facility and Chefs safe food handling guidelines
10. Cleans and sanitizes work area according to cleaning schedule

11. Understands and uses the “clean as you go” method
12. Must show demonstrated ability to meet the company standard for excellent attendance and be available to work events as scheduled
13. Implements and maintains ECCCA and BCC policies and procedures
14. Maintains close communications and works cooperatively with Executive Chef, the rest of the Administrative team and co-workers to ensure consistency of services and the highest quality of operation

C. Responsibilities:

1. Strive to uphold all hygiene and sanitary regulations and be clean and presentable at all times (i.e., report to duty punctually wearing a clean and correct uniform and safety shoes)
2. Ensure a safe work environment for yourself and your co-workers by upholding the safety rules
3. Ensure that your co-workers practice safe work habits
4. Ensure that all equipment in the kitchen is clean and in good working condition before use
5. Adhere to sanitation standards as outlined by the Public Health Department
6. Seek opportunities to increase revenues, minimize expenses and increase employee productivity without sacrificing guest services
7. Recognize a job well done and reward it appropriately, read and follow prep list
8. Provide fast and efficient guest services and respond quickly to the customer requests
9. Read & follow prep lists

D. Personal Qualities:

Keen sense of smell, excellent hand-eye co-ordination, good arithmetic skills, good memory for details, artistic and creative talent, excellent communication , interpersonal skills and team-building skills, ability to remain calm in hectic circumstances, excellent organizational and leadership skills

SUPERVISORY RESPONSIBILITIES

Plans the activities of and schedules all food production and foodservice sanitation employees to maximize productivity while minimizing labor costs to achieve and improve upon budgetary guidelines.

Hires, disciplines, and when necessary, recommends termination of food production and foodservice sanitation employees according to VenuWorks of Hurst, LLC guidelines and location policies.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have current Food Handler’s permit.

EDUCATION and/or EXPERIENCE

Minimum two years of formal culinary/quantity foodservice management training or commensurate experience; minimum two years of culinary preparation experience; minimum two years of culinary management experience in a similar high volume foodservice operation with similar duties and responsibilities

LANGUAGE SKILLS

Must possess full ability to communicate effectively in the English language orally, electronically, and in normal business forms. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Apply basic math and algebraic math skills for food production applications.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have all current certifications and licenses required by local, state, and/or federal guidelines for food production management. Must have the ability to be ServSafe certified through the National Restaurant Association. Applicant must possess current, valid drivers license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

To apply for this position, please forward a resume and cover letter.

Person and/or address to apply to: Alan Heaton
Business Manager
Hurst Conference Center
1601 Campus Drive
Hurst, TX 76054

E-mail to apply to: aheaton@hurstcc.com

Deadline Date for Applications: Friday, June 3, 2011