Position Title:	Cook		
Reports To:	Executive Chef, Sous Chef (Assistant Kitchen Manager)		
Department:	Miami Culinary Institute	**Job Code:**	4250
Prepared By/Date:	Donna French/09-23-2011	**Job Group:**	SNE
Approved By/Date:	John Richards/09-26-2011	**Salary Grade:**	10
Revised:		**FLSA Status:**	Non-Exempt

Summary:
This position cooks and prepares menu items consistent with Chef's specifications to include preparation of foods in the Root Cellar and 5 Diamond restaurants; as well as, catering where applicable.

Essential Duties and Responsibilities:

- Sets up all food prep stations, properly arranges all necessary cooking items and prepares the food to be cooked and plated by the Chef within the necessary time frame
- Cooks and prepares menu items and clearly understands instructions by Chef and Sous Chef
- Communicates effectively with guests, management, and Chef concerning any customer problems or issues
- Adheres to proper cooking temperatures, methods, preparation, and plating procedures
- Ensures that all work and kitchen areas are maintained in a clean fashion at all times
- Minimizes waste through correct measurements, storage, and attention to detail
- Monitors food waste and maintains an accurate inventory of food items
- Ensures that all plates are cleaned properly and stored carefully to prevent breakage
- Adheres to all safety and sanitation regulations in all outlets
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Demonstrates diplomacy and ability to establish a positive relationship with all internal/external users, staff and management
- Possess effective verbal communication skills
- Knowledge of proper and safe food handling
- Extensive knowledge of precise cooking temperature requirements and methods of preparation and plating
- Knowledge of kitchen operations, set-up and utilization
- Ability to adhere to work schedule and restaurant grooming standards
- Ability to adhere to personal protective equipment safety standards where applicable
- Ability to take direction and carry out instructions
- Ability to work in a demanding and fast paced environment
- Ability to develop relationships with vendors to ensure eco-friendly practices
- Ability to function well in an advanced food-energy-business technological environment
- Ability to work a flexible schedule to include evenings, weekends, and holidays
- Ability to work in a multi-cultural and multi-ethnic environment

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties in this job, the noise level in the work environment is usually moderate to

loud.

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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk. This position requires standing for long periods of time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to lift/carry, push/pull up to 40 lbs.

Essential Personnel:
Non-essential

Minimum Requirements:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Minimum of six (6) months of experience in a kitchen role within the culinary field or enrollment in Culinary Arts Program courses
- Training courses completed within sixty days of employment; to include but not limited to, Food Handlers, Beverage and Alcohol, and Responsible Vendors Certifications

ACKNOWLEDGEMENT
I have read and acknowledge receipt of a copy of my job description.

_____ _____
Signature Date

_____
Printed Name