

<b>Job Position:</b>	<b>Cook</b>
<b>Location:</b>	<b>Finlayson Municipal</b>
<b>Reports To:</b>	<b>Bar Manager</b>
<b>Wage:</b>	<b>\$15.00/hour + tips</b>

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**Position Summary:**

Representing the City of Finlayson at the Finlayson Municipal, you will provide routine food preparation and customer assistance services.

**Position Duties / Essential Job Functions:**

1. Prepares and serves foods such as appetizers, sandwiches, salads, pizza and condiments according to customer specifications.
2. Prepares ingredients including fresh produce, frozen food, and dry goods.
3. Mixes or prepares condiments, dressings & sauces and refills condiments or other supplies.
4. Operates equipment such as ovens, grill, broiler, or deep-fat fryers to prepare foods.
5. Maintains, cleans, and sanitizes work stations.
6. Cleans and sanitizes dishes, utensils, pots, pans, and other containers and returns to appropriate location in the kitchen area.
7. Maintains compliance with applicable health, safety, food handling, and hygiene codes and standards.
8. Unloads, inventories, inspects and stores raw ingredients and supplies, including fresh, frozen and dry goods.
9. Performs other related duties as assigned.

**Qualifications:**

- Must be 18 years of age or older.
- Basic understanding of or the ability to learn basic sanitation and regulations for workplace safety.
- Basic understanding of or the ability to learn food handling techniques, preparation, and cooking procedures.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to work quickly and efficiently.
- Ability to work well as part of a team.
- Ability to maintain personal hygiene.
- Ability to operate cooking and food preparation equipment.
- Demonstrates proficiency in the use and understanding of a computer, mobile device and social media applications, and company's POS system.
- Attain the Food Handler Training certificate within 30 days of hire.
- Prior related experience is preferred.

**Personal Attributes Required:**

- Positive attitude; maintains high level of self-motivation.
- Ability to handle stress and fast paced environment; maintain priorities and attention to detail especially under periods of high stress and demands.
- Ability to multi-task.
- Courteous and professional customer service skills.
- Clear and friendly communications skills; ability to work with a diverse group of employees and customers.
- Ability to handle confrontation and challenging customers in a professional manner.
- Accuracy and confidentiality is a must.

**Essential Physical / Mental Requirements:**

- This job operates in an environment serving food and drinks to the public. Prolonged periods of standing and walking are expected.
- Must be able to access and navigate all areas of kitchen.
- Must be able to work late nights and unpredictable hours.
- Manual dexterity to cut and chop foods and perform other related tasks.
- Must be able to lift up to 50 pounds.
- May be required to work in excessive heat and cold in association with the kitchen environment.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the City of Finlayson. All requirements are subject to modification at any time for any reason at the City's sole discretion.

Revised: 11/4/2024

I have read and understand the duties of the Cook position

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Employee Signature

Date