

# HOTEL TEATRO

## Position Description

<b>Position:</b> PM Line Cook	<b>Department: Food &amp; Beverage</b>
<b>Status:</b> Non-Exempt	<b>Reports to: Executive Chef or Chef de Cuisine</b>

### Position Summary:

Maintains high levels of guest service and satisfaction by preparing food items in accordance to standards and recipes in the kitchen operation, food production areas, and assisting co-workers.

### Essential Functions of the Job:

- Responsible for the safety and proper handling of equipment.
- Properly handles all guests' requests to completion.
- Maintains overall cleanliness of kitchen operation according to standards.
- Ensure timeliness of food production and assists staff whenever necessary.
- Assists the chef in successfully cleaning the kitchen and working with janitorial team to ensure work is done according to checklist in a timely manner.
- Responsible for IRD food service with appropriate prep for occupancy.
- Assist with food preparation for banquet meals and functions.
- Responsible for completing closing duties for culinary team.
- Responsible for completing AM/PM prep sheets by checking stations and walk in coolers as part of nightly closing.
- Assists in proper rotation and utilization of all food and non-alcoholic beverage items.
- Communicates effectively and immediately, any situations which may require management assistance. This may include employee-related issues as well as guests.
- Communicates with staff regularly and informs every department of necessary information.
- Maintains professional appearance and conduct at all times.
- Demonstrates working knowledge of safety and fire procedures.
- Assist in emergency and security procedures as directed by management and the established emergency plan.

### Additional Job Duties:

- Completes tasks and projects delegated by management; assist other departments as business volumes and staff levels demand.
- Completes shift checklists and informs management if there is anything that time does not permit.
- Reports to work in a neatly groomed and acceptable manner as outlined in the employee handbook and departmental rules.
- Reports to shift on time.
- Enforces and complies with all policies and procedures for Hotel Teatro.

Physical Requirements:

- Ability to carry heavy loads up to 50 pounds.
- Standing, bending, and stooping may be required.

Education, Experience, Skills:

- High School diploma
- 2 years related experience preferred
- Excellent command of English language.
- Ability to work with people.
- Neat appearance.

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Employee's Signature

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Date

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Manager's Signature

\_\_\_\_\_  
Date

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HR Initials