**SAMPLE JOB DESCRIPTION: COOK**

**Company**: The Bar

**Position**: Cook

**Reports To**: Executive Chef

Reporting to the Executive Chef, the Cook is responsible for preparing/assisting with the preparation of soups, meats, gravies, vegetables, desserts, and salads. The Cook may assist with ordering supplies, keeping records and accounts, and menu planning for events.

**Duties & Responsibilities**

* Ensure that meals are prepared in a timely manner
* Prepare and follow a daily prep sheet to indicate levels on hand and amounts required
* Clean and organize the kitchen at all times. Follow all required checklists and cleaning schedules during and after shift
* Assure the proper care and maintenance of all food service equipment; identify equipment needs for food preparation and service
* Ensure food quality by maintaining high levels of cleanliness, organization, storage, and sanitation of food products
* Maintain a positive attitude that promotes teamwork within the restaurant.
* Other duties as required

**Skills & Qualifications**

* Minimum of 2 years previous cooking experience within a commercial kitchen
* Passion for food and producing creative dishes
* Open and flexible scheduling availability, including evenings and weekends
* Ability to perform the physical requirements of the position, which includes standing for long periods of time
* Ability to adapt in a fast paced, constantly changing environment
* Professional Cook 1, required
* FOODSAFE Level 1, required
* SuperHost Customer Service training certification, an asset
* Emergency First Aid Safety Oriented for Industry (OFA Level 1 Equivalency), an asset

**Additional Notes:**

* Scheduling flexibility is required to meet operational needs.
* Hours may be extended or irregular to include nights, weekends and holidays.
* Overtime may be required.