

**Job Title:** Cook

**Department:** Food Service

**Reports to:** Kitchen Supervisor

**Key Areas of Responsibility:**

- Prepares and cooks all main dishes served in a 250-guest capacity dining room and Sunset Hill Lodge Pavilion.
- Responsible for preparing all main dishes and hot vegetables according to established menus, standard recipes, and portions in appropriate quantities.
- Monitors and records food temperature to ensure food safety.
- Cleans, cuts, and cooks all meat, fish, or poultry to prepare for cooking.
- Weights and measures ingredients.
- Stirs and strains soups and sauces.
- Prepares a variety of foods such as meats and vegetables, according to menus and number of portions to be served following approved procedures.
- Cooks meals in accordance with special dietary or nutritional restrictions as requested.
- Portions and distributes food to the wait staff for service to guests.
- Rotates and stores food supplies. Stores food in designated containers and storage areas to prevent spoilage.
- Cleans and inspects kitchen equipment, appliances, and work area to ensure cleanliness and functional operation.
- Notifies supervisors or maintenance department of issues with kitchen equipment or appliances.
- Receives and stores food supplies, equipment, and utensils in cold room, cupboards, or other storage areas.
- Assists with washing pots, pans, and kitchen utensils as needed.
- Cleans gas oven, stove and brick oven when needed.
- Assumes additional responsibilities as needed.

**Education:** High School Diploma or equivalent.

**Experience:**

- One year of related experience as a cook or chef.

**Training:**

- Vocational degree in a related field is a plus.
- StateFoodSafety Certification for West Virginia.

**Knowledge and Characteristics:**

- Ability to follow recipes and determine ingredients and quantity needed.
- Familiarity of kitchen sanitation and safety regulations.
- Excellent organizational skills.

**Tools/Equipment Used:**

- Gas Stove/Oven
- Industrial Mixer
- Industrial Slicer
- Meat Grinder
- Food Processor
- Pots, Pans, Cooking Instruments and Utensils

**Terms of Employment:**

This is a full or part time, seasonal position from mid-April through mid-November with spring cleaning beginning in early to mid-March. Normal cooking kitchen schedule is early morning (6-7 am) until early afternoon (3-4 pm). Days will vary and will include weekend and holiday work during the season. Work will be in a small, hot environment. Must be able to lift up to 30 lbs. with assistance. Hourly starting at \$13.00.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.