

JOB DESCRIPTION – Part Time Banquet Prep Cook



Facility Name:	VENUWORKS OF CHESAPEAKE, LLC/CHESAPEAKE CONFERENCE CENTER
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JOB INFORMATION

Job Title:	Banquet Prep Cook	Department:	Food & Beverage
Reports To:	Executive Chef	FLSA Status:	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Prepared By:	Deb Malenda	Date Prepared:	6/4/2024
Approved By:	Donna Cannatella - Jerramiah Chabitch	Approved Date:	6/4/2024

SUMMARY

Responsible for the preparation of foods for events. Works on the serving line when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Prepares all foods according to preparation sheets given by the chef and sous chef.
2. Finishes all work assigned by the scheduled time.
3. Uses only recipes approved by the chef when preparing food.
4. Maintains work areas in a clean and orderly fashion and cleans dishes, service ware and dishwashing machine and area prior to end of shift.
5. Maintains coolers and dry storage in an orderly fashion.
6. Utilizes stock in a rotating manner, using oldest items first.
7. Stores all unused portions or leftovers in a cooler, labeling the item with date and amount.
8. Follows instructions of sous chef and chef to prepare appetizers, plates and garnishment when working on a food line.
9. Follows instructions of sous chef and chef to serve food, restock tables or work the grill when working on a banquet line.
10. Wears a proper uniform at all times and keeps it clean.
11. Always practices safe techniques for handling any foods.
12. Takes a nightly inventory of the cook's cooler and freezer including item and amount.
13. Will be flexible when asked to work in other areas as assigned.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualified applicants must be available to work primarily nights and weekends, and occasionally holidays.

EDUCATION and/or EXPERIENCE

1. One year cooking in high volume restaurants or banquet halls preferred.
2. High school diploma, GED or equivalent.
3. Customer service experience desired.
4. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicant must possess current, valid driver's license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.

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2. Must have or be able to obtain current certifications and licenses required by local, state, and/or Federal guidelines for food production management.
3. Must be able to successfully complete training to be ServSafe certified through the National Restaurant Association.

LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.
3. Ability to write routine reports.
4. Ability to deal effectively and courteously with the general public.

COGNITIVE SKILLS/REASONING ABILITY

1. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.
2. Ability to define problems, collect data, establish facts and draw valid conclusions.
3. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock.
2. The noise level in the work environment is usually moderate.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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