



Carolina Country Club

JOB DESCRIPTION

DEPARTMENT: Kitchen-11-1

FSLA STATUS: Non-exempt

JOB TITLE: Line Cook

SUPERVISES: None

REPORTS TO: Sous Chef, Executive Chef

Job Summary:

The line cook is responsible for the daily preparation of food items in the pantry, sauté, and grill stations with emphases on food appearance, quality and taste to create an exceptional dining experience for our members and their guests. This individual will embody the Carolina Country Platinum Service Absolutes.

Job Functions include:

- Sets up work station according to kitchen guidelines.
- Execute the daily preparation and production of food items for ala carte menus, banquets, buffets, parties, etc. as established by Chef or Sous Chef with an emphasis on the quality of hot foods, entrees, soups, etc.
- Follow recipes, portion controls, and presentation specifications as set by the Executive Chef.
- Performs daily routine tasks as outlined either verbally or written via check lists, banquet event orders or as directed by the Sous Chef and/or Executive Chef.
- Assist in developing, planning and/or executing daily specials as needed or requested.
- Restock all items as needed throughout the shift.
- Properly stores and labels all food products both in production and items received from deliveries while maintaining clean and organized dry store rooms, refrigerators, walk-in in coolers and common areas as mandated by USDA.
- Maintains a clean, sanitary, safe and organized work area, keeping all equipment clean and in good working conditions meeting OSHA standards and regulations.
- Properly transition work station at shift change or properly breaks down and thoroughly cleans work stations at the end of every shift.
- Has understanding and knowledge of how to properly use and maintain all equipment in the kitchen.
- Works and maintains a professional, clean and well groomed appearance, following uniform policies.
- Communicate with food and beverage staff to ensure member and guest satisfaction. Ensure that members and guest have a positive and memorable experience.
- Report to work as scheduled, in uniform, and ready to be in position. Must be attentive and adhere to the kitchen staff work schedule and be punctual and follow the Club Attendance policies and procedures when reporting a tardiness or absence.
- Maintain a professional relationship with all coworkers. Works with a positive attitude and speaks with others using clear and professional language and promote an environment of teamwork.
- Stays alert and promptly documents & reports accidents & injuries according to Club policies.
- Reports maintenance issues, suspicious activity and unsafe work conditions to management.



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- Performs other appropriate duties requested by Executive Chef.
- Completes required computer-based training courses in a timely manner.
- Attends departmental staff meetings as scheduled.

Working Conditions, Physical Functions and Abilities:

The physical demands of work environment characteristic described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Equitable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical & Personal Requirements:

- Basic understanding of professional cooking and knife handling skills.
- Understanding and knowledge of safety, sanitation and food handling procedures.
- Previous prep or lines cook experience.
- Ability to take direction.
- Must have problem solving abilities, be self-motivated and organized.
- Commitment to quality service, and food and beverage knowledge.
- Must be able to speak, read and understand basic cooking directions.
- Ability to stand, walk, climb stairs, balance, stoop, kneel, crouch 8 hours or more per day. Must be able to reach with hands and arms.
- Must be able to work in a mentally and physically stressful environment and be able to multi task and accept constructive feedback and in the event of a member complaint, take accountability and take any necessary action to correct the issue.
- Must be able to work in a high temperature work environment for a length of time.
- Capable of lifting up to fifty (50) pounds or more.
- Ability to see and hear, or to use prosthetics that will enable these senses to function adequately to assure that position requirements can be safely and fully met.
- Sufficient manual dexterity to operate a fire extinguisher and to use kitchen equipment, including blenders, mixers, ice machines, dishwashers, slicers, knives and any other kitchen utensil or equipment.
- Ability to read, write, speak and understand English.
- Ability to work in a team environment with sound mental and physical health ability to get along well with others.

Working Conditions:

- Subject to moderate physical and emotional stress associated with kitchen and food service. Performance of job tasks will involve exposure to cleaning chemicals requiring precautions. Must be able to work a flexible schedule including weekends and holidays.

I acknowledge receipt of the above job description for the Line Cook.

Employee Signature & Date

Print Name