

POSITION DESCRIPTION

JOB TITLE: Lead Line Cook (Full-Time)

DEPARTMENT: Kitchen

REPORTS TO: Executive Chef

ESSENTIAL PURPOSE: To organize and prep the Kitchen line in order to prepare foods for restaurants while maintaining hotel standards for quality and quantity.

ESSENTIAL DUTIES:

- To understand and respond to all guest needs and requests in a timely and professional manner.
- To assist, as directed, to train, schedule, support, review, and to maintain highest possible levels of employee morale and department productivity.
- To oversee the proper and efficient preparation of food for all restaurants, employee meals, banquets, and special functions, ensuring that quality and quantity standards are being met.
- To assist, as directed, to train, monitor scheduling, and to support the Kitchen employees, to maintain highest possible levels of employee morale and department productivity.
- To follow all specifications to properly and efficiently prepare and present all food items to be served, including accommodating special guest requests.
- To follow all specifications to properly and efficiently prepare hot foods, side dishes, and specialty items for employee meals, using left-over food from special functions as much as possible.
- To follow all specifications to properly handle all product used in hotel cooking, including trimming and cutting; marinating; and covering, labeling, and storing pre-prepared foods.
- To oversee the proper and efficient preparation of food for all restaurant and restaurant functions, ensuring that quality and quantity standards are being met.

- To ensure that proper portions of meats, fish, and poultry, as specified, are served to each restaurant and banquet function.
- To personally ensure the quality and quantity, as ordered, of all meats, fish, and poultry delivered to the hotel.
- To rotate food in refrigerator to minimize waste and spoilage.
- To promptly notify supervisor of product spoilage.
- To maintain internal cleanliness of iceboxes.
- To follow all specified procedures to open or close the kitchen.
- To oversee food preparation and presentation of a la carte dishes.
- To inventory and supply storage areas as needed, to accommodate business needs.
- To assist, as directed, to order food supplies.
- To follow all specifications to properly set up hot or cold line stations.
- To communicate all guest requests to an appropriate supervisor in a timely and professional manner.
- To perform other tasks, including cross-training, as directed.
- To follow all specified procedures to open or close the kitchen.
- To assume all duties of the Sous Chef in his/her absence.
- To maintain food quality for all stations in restaurant kitchen.
- To promote and comply with all policies and procedures of JC Resorts LLC.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others.

- To ensure safe work practices of all Kitchen staff, including compliance with company and departmental safety rules and regulations and the proper use and handling of all relevant equipment.
- To attend all mandatory meetings as directed.
- To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: English fluency required. Spanish fluency helpful. Must be culinary graduate with knowledge of all facets of kitchen operations and production. Must have minimum two years prior hotel/kitchen experience, including one year of supervisory experience. Familiar with OSHA, SB198, local Department of Health regulations, and relevant current laws governing handling of hazardous substances. Valid California driver's license required. Proof of personal automobile insurance coverage required.

SKILLS AND APTITUDES: Demonstrated ability to train staff and ensure luxury resort customer service. Strong written and verbal communication skills. Detail oriented. Organized and efficient. Safety-minded. High quality standards for production and service. Good team player. Customer service focus. Ability to effectively manage staff to maintain a high level of morale and productivity.

WORKING CONDITIONS: Works both indoors and out, depending upon service needs. Business levels may require fast work pace. Indoors: clean, well-lighted area. Frequently works behind hot ranges. Makes frequent short trips to refrigerator, freezer, and storeroom. Kitchen may be moist, warm, and odorous from cooking foods. Kitchen floor may be slippery from moisture and grease. Outdoors: exposed to outdoor temperature variation. Bi-level structure.

PHYSICAL DEMANDS: Stands and walks short distances throughout shift. Pushes, pulls, and lifts to perform routine job tasks. Frequently required to handle and move objects weighing up to 40 lbs. over short to moderate distances. Must be able to work under pressure. Frequent use of stairs, daily. Flexibility and good reflexes required to operate electric cart.

IMPACT OF DECISION: Decisions directly impact profitability of the Food & Beverage Division, and the quality of food served in hotel restaurants, at functions, and to staff. Poor decisions may result in customer dissatisfaction and loss of revenues, due to inefficient service, lack of attention to detail, ineffective management of staff, insufficient waste control measures, or unsafe work practices.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

NON-EXEMPT POSITION: Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

AT-WILL EMPLOYMENT: The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

Employee's name (please print)

Employee signature

Date: _____

Supervisor signature

Date: _____