

Cook, Dining Service – Position Description

Bergamo Center for Lifelong Learning

Position Summary

Prepares nutritious, tasty and attractively presented food. Insures timely, friendly and courteous service. Insures the kitchen, dining room, and service and conference break areas are maintained in compliance with state and local standards and codes. Requisitions supplies under the guidance of the Cook Coordinator.

A. Essential Duties:

1. Preps all food for final preparation or service in a timely manner to insure quality meals.
2. Prepares menu items as instructed and in accordance with the recipes.
3. Serves food to the guests in a timely, friendly and courteous manner.
4. Finishes the meal by returning all food to its proper storage after covering and labeling it.
5. Assists in the preparation and service of conference breaks.
6. Assists and checks the work for the servers in the absence of the Cook Coordinator.
7. Cleans kitchen by sweeping and mopping floor, washing and sanitizing work surfaces, washing equipment, shelving and walls, and removes trash.
8. Cleans pans and utensils used in the preparation of meals.
9. Makes recommendations for cycle menus based on guest preferences, nutrition, and established food percentage.
10. Procures food and other supplies under the guidance of the Cook Coordinator and insures deliveries are properly received and stored.
11. Insures all food and supply storages are neat and clean.
12. Provides an accurate count of guests by group eating at each meal and provides this information to the front desk.
13. Performs other duties as assigned.

This section is not intended to be an exhaustive listing of all the responsibilities, duties, and required skills of this position. There are other non-essential duties the Dining Service Cook will be required to perform. The Bergamo Center has the right to change duties and responsibilities required for the position of Dining Service Cook.

The Dining Service Cook must perform all duties in the manner consistent with the mission statement of Bergamo Center. Evaluation of the performance will be based on the fulfillment of the above duties efficiently and accurately with the proper professionalism and as they represent the mission and goals of Bergamo Center for Lifelong Learning.

B. Requirements

1. Minimum of three years food service experience.
2. Technical knowledge to use recipes.
3. Must be able to lift 50 pounds on occasion and able to be on ones feet 85% of the time.
4. Communication skills to interact with management, associates, subordinates, vendors and guests.
5. Employee authorizes direct deposit of pay.
6. Reliable transportation to and from work is essential.

C. Hours

This is a part time hourly position – up to 70 hours per two-week pay period. Hours may vary.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____