JOB TITLE: General Cook – Exhibition  
DATE CREATED:  
EXEMPT STATUS:  
DATE REVISED:  
REPORTS TO: Executive chef  
APPROVED BY:  

POSITION SUMMARY:

An exhibition cook for Gordon College Dining is a fundamental position responsible for culinary tasks within our operation. The production cook is responsible for the proper preparation, set up and execution of a particular station or dish. The culinary work in this position must all follow Gordon College's commitments to sustainability and proper health and safety guidelines.

Position Goal:

In the performance of their respective tasks and duties all associates are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Has excellent presentation skills and is able to distinguish flavors and textures

Responsibilities/Duties/Functions/Tasks:

- Washes, peels, cuts, and seeds vegetables and fruits; weighs and measures designated ingredients.
- Sets up, operation, and breakdown of exhibition station. Includes preparation of all condiments for the station.
- Reviews the prep list with chef and prepares specials.
- When entrees and other items are complete for the day’s menu begins food prep for the next day’s menu.
- Carries pans, kettles, and trays of food to and from workstations, stove, and refrigerator.
- Properly stores foods in designated areas following wrapping, dating, and rotation procedures.
- Cleans work areas, equipment and utensils; distributes supplies, utensils, and portable equipment.
- Utilizes approved food production standards to ensure proper quality, serving temperatures and standard portion control. Time/Temperature logs maintained and up to date.
- Sets up station and maintain section in time for service. Presentation of all items at the station to included decoration vegetable displays, proper utensils,
and proper serving vessels. Station will be set and ready for service 15 minutes prior to opening.

- Serves customers in an efficient and friendly manner; resolves customer concerns.
- Interacts with co-workers to ensure compliance with service standards.
- Assures compliance with all sanitation, ServSafe and safety requirements.
- Follows all food production, and presentation standards.

*Note: Job duties are subject to change as needed.*

**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.

- Strong passion and motivation to create great food.
- General culinary knowledge of basic kitchen practices, protocols and procedures.
- 2 years of equivalent experience working in a high volume restaurant kitchen.
- Understanding of typical culinary units of measure.
- Ability to work safely and efficiently with large volume culinary equipment including but not limited to grill, fryers, steamers tilt skillets, convention ovens.
- Ability to follow all health code and safety standards.
- Posses the ability to meet station or venue specific uniform standards for this position.
- Utilize all Personal Protective Equipment per pre set guidelines.
- Wear a cut resistance glove whenever using a sharp or potentially sharp tool or instrument.

**CERTIFICATES, LICENSES, REQUIREMENTS:**

- ServSafe certified

**PHYSICAL REQUIREMENTS:**

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

While performing the duties of this job, the employee is regularly required to:

- Stand, talk or hear, and taste or smell.
- Walk; use hands or fingers, handle, or feel; stoop, kneel, crouch, or crawl; reach with hands and arms.
• Regularly lift and/or move up to 25 pounds and may occasionally lift up to 50 pounds.
• Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.
• Ability to withstand hot temperatures as generated by ovens, grills, and fryers.

**LANGUAGE SKILLS:**

• Ability to read, understand and speak basic English to perform essential functions of the job.
• Ability to write simple correspondence.
• Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**ACHIEVING LEADERSHIP IN THE FOODSERVICE INDUSTRY:**

Our goal is to improve the quality of work life by using fair and consistent treatment and providing equal growth opportunities for ALL associates. EOE & AA Employer M/F/D/V.

**AUTHORITY:**

This position does not directly supervise anyone but is responsible for working in a team and completing task in a group setting.

**EMPLOYEE ACKNOWLEDGEMENT:** ___________________________ Date: _______________