



Line Cook Job Overview

LINE COOK JOB DESCRIPTIONS:

The **Line Cook** contributes to the success of the restaurant through the consistent and timely completion of station prep and menu items as ordered. The **Line Cook's** responsibility is to work very closely with the bartenders to maintain the highest standards of food quality, cleanliness, sanitation and professionalism. The **Line Cook** is also responsible for ongoing cleanliness and organization of the kitchen as well as all food storage areas.

GENERAL RESPONSIBILITIES:

- Set up station and complete all station prep consistent with written recipes in an efficient manner
- Keep station properly stocked and cleaned during shift. Practice "Clean as you go" theory
- Maintain a clean, sanitary and safe work station
- Participate in a Team Environment helping coworkers with completion of all assigned tasks
- Communicate efficiently with management any issues relating to station readiness
- Maintain food safety and sanitation procedures according to Health department standards and The Unofficial's policies and procedures.
- Perform station quality checks at designated times and inform management of any deficiencies
- Use proper product rotation procedures. (FIFO) (HACCP)
- Thoroughly clean station on a daily basis at completion of shift and any other assigned cleaning projects
- All other duties as assigned
- Back up bartenders when needed. This includes but not limited to; stock, filling ice bins, cleaning tables, washing glassware etc.

SHIFT DUTIES (Include, but not limited to):

- Daily inventory and stocking of station with food items appropriate to projected sales
- Strict adherence to recipes and prep specifications
- Execute menu items in a consistent and timely manner
- Respond to special requests of guests in a positive and productive manner
- Cleaning projects, as assigned
- Close kitchen in a consistent and organized manner per guidelines
- Follow training guidelines
- Maintain a clean and safe work area
- Strict adherence to Food Safety and Sanitation guidelines
- Clock In and Out
- Clean and Sanitize Work Area and Equipment
- Gather all equipment and supplies needed for that day's production
- Check par levels against par sheets and prep as needed
- Perform station quality checks



- Return dirty dishes and utensils to dish area. “Clean as you go”
- After shift, clean and restock station, change out all pans at shift change
- Maintain Sanitary Work Area
- Assist manager and co-workers as needed
- Label and Date all prepped or opened items
- Clean and Sanitize all equipment and work area
- Sweep and Mop work area
- Take out trash and recycling

POSITION REQUIREMENTS:

- One year comparable restaurant experience as a line cook
- Experience cooking in a high volume setting
- Experience using various kitchen equipment
- Good knife skills and familiarity with kitchen safety
- High standards of product quality and consistency
- Organizational skills and Ability to Multi Task
- Keep Cool and Controlled Under Pressure
- Work on Feet up to 10 hours in an environment frequently above 90 degrees
- Able to communicate any problems to supervisor
- Able to Lift 50 lbs.
- Willing to work Nights, Holidays and Weekends
- Able to Give and Take Direction
- Excellent attendance and schedule flexibility
- High School Diploma is preferred but not required
- Able to Follow Written Recipes
- Hear 100% with correction
- See with 20/20 vision with correction
- Able to work well with others in a team environment

REPORTING STRUCTURE:

Each **Line Cook** reports directly to the kitchen manager or shift lead

TEAM ENVIRONMENT:

- Provide help to any coworker whenever possible.
- Request help immediately when needed for any reason.
- Communicate with coworkers in a professional and courteous manner.
- Set a good example through attitude, involvement, and positive influence.

Execute Production Assignments Consistently and on a Timely Basis:

- Ensure the production of high quality foods on a consistent basis.
- Follow standardized recipes, preparation, portioning and presentation procedures.
- Help to maintain organized kitchen, dish, and storage areas.

Employee Name (Print)	Employee Signature	Date
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Manager Name (Print)	Manager Signature	Date
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