

Job Title: Short Order Cook

Department: Liberty Restaurant & Lounge (LRL)
Reports to: Food & Beverage Manager
FLSA Status: Non-exempt
Age Requirement: 18+
Workweek: Fluctuating days, hours, weekends, holidays
Effective Date: January 2024



Job Description

Summary

The **Short Order Cook** prepares food items for our guests at the line, a counter division that separates the cook's station and equipment from the servers' main kitchen area. He/she cooks the menu items, including adding garnishes and accompaniments to form a complete meal. The Liberty Cook controls the pace of the food orders and his/her productivity level sets the tone for the ticket flowing process. He/she may be cross trained to work all positions in the restaurant.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Delight our guests by providing quality and timely prepared foods.

Ensure food is prepped, stocked and set up on the line for meal service.

Process and manage order tickets.

Ensure food quality.

Place the completed orders on the line and notify the servers.

Perform kitchen opening and closing procedures to include preparations for the next shift.

Stock and rotate food.

Label and date prepped food.

Follow sanitation guidelines and safety procedures.

Comply with local Health Department and food safety guidelines. Refer to the Office of Environmental Health Services of West Virginia and the U.S. Food and Drug Administration for additional regulations and as it pertains to food safety.

Handle equipment, appliances, small wares, supplies, and tools.

Inspect equipment for cleanliness and functional operation.

Perform operating procedures.

Assist in training of new employees.

Ensure good communication between day and night shift.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; exhibits good listening and comprehension; keeps others adequately informed.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; able to read and interpret written information.

Conflict Resolution - Maintains objectivity; keeps emotions under control.

Diversity - Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; supports organization's goals and values; supports affirmative action and respects diversity.

Adaptability - Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.

Achievement Focus - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities.

Personal Appearance - Dresses appropriately for position; keeps self well groomed. Comply with local Health Department and food safety guidelines. Refer to the Office of Environmental Health Services of West Virginia and the U.S. Food and Drug Administration for additional regulations and as it pertains to food safety.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; stays for the duration of scheduled shift.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Generates suggestions for improving work.

Judgement - Exhibits sound and accurate judgment; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Uses time efficiently.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

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.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software; Word Processing software and Order processing systems.

Certificates, Licenses, Registrations

On-the-Job training and attend training as required to work for CDEC.
Anti-Terrorism Awareness Certificate. Valid Driver’s License when operating CDEC vehicles.
Preston County Food Handler Safety Training and/or ServSafe Certification

Physical Demands

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. The employee is frequently required to walk; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.

Acknowledgement

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described.

Employee Signature _____

Printed Name _____ Date _____