

Job Description

TITLE: LINE COOK

REPORTS TO: CHEF (or Shift Manager in absence of Chef)

Summary of Position:

Operating out of either the grill, sauté or salad/dessert stations, work productively as a team to efficiently deliver food of the highest quality following established procedures, recipes and plating guidelines. Support other members of the team (both back and front of house) in a positive and professional manner to deliver the highest possible level of service to our customers.

Duties & Responsibilities:

- A line cook must be thoroughly familiar and comply with at all times Health Department Guidelines as to **food safety and hygiene**. This includes proper cooking temps, food rotation and storage, hand washing, etc. Similarly, a line cook must take all precautions to assure **personal safety** in the workplace – knife skills, non-slip shoes, lifting weights, etc. Professional line cooks should work toward ServSafe Certification.
- At the start of each shift, check to see any **notices** left by the Chef or the staff either in writing or on the BOH Facebook page.
- Check to see that the **Daily Prep List** has been completed and that sufficient prep product will be available for lunch/dinner service. Provide assistance in prepping critical items as needed.
- Set up and organize **assigned workstation** so that sufficient product is available to assure smooth service throughout the shift. Pre-portion items as appropriate.
- Master recipes and plating instructions for **daily specials and soups** to be offered and assure that FOH staff is fully familiar with all specials. Share with the chef any ideas for future specials to take advantage of in-house stock.
- As tickets come in, follow established procedures for working together with team members to assure **timely and coordinated delivery** of food orders to the hot and cold windows. Use paging system to alert servers.
- Alert FOH Manager or shift host of dishes with limited availability and keep the **86 Board** current.
- Follow the recipes and plating/portion size instructions in the **Recipe Book** in the preparation of all food items. When in doubt, consult the Recipe Book and do

not rely on memory or consultation with others.

- During **slow periods**, find something productive to contribute in terms of cleaning, stocking, prepping, dishwashing, etc.
- During **busy periods**, calmly work with other team members to organize the workflow and deliver the product as efficiently as possible. Assure that the FOH manager or shift host is aware of any kitchen backups so they can help organize ticket entry and effectively communicate with customers.
- At the **conclusion of the shift**, clean workstation and assure that it is properly stocked for the following shift. Assist others as needed to assure that all **Closing Checklist** items are fully completed and, if assigned, sign off on that Checklist at the conclusion of the shift..
- If instructed by the Chef, assist in reviewing, rotating and storing **food deliveries**.
- Maintain a **positive, professional attitude** at all times. Become thoroughly familiar with and follow policies outlined in the Employee Manual including breaks, cell phone use (breaks only), time off requests, harassment, gossip or negativity (none). Legitimate issues will occasionally arise, and these should be discussed openly with the Chef and/or with the owners.