

THE GEORGIAN PEAKS CLUB

GRILL COOK-MAIN LODGE AND WEST LODGE JOB DESCRIPTION

Date Reviewed: October 2016

BASIC FUNCTION

Ensure the proper setup and service of appropriate kitchen service area at the Club. Maintain quality of product and friendly fast service to Members, Guests and Staff. Maintain clean and well setup work environment. Ensure preparation is kept up with for current day as well as next operating day.

MAJOR ACTIVITIES/TIME

1. Ensure that preparation of all food products is of the highest standards and that service of product is fast and efficient and in accordance with portion control guidelines. Ensure that food products are prepared and maintained at the appropriate temperatures and stored in accordance with Club and Health Board standards. Ensure that dated products are properly rotated. 80%
2. Setup and breakdown of kitchen area including cleaning and storage. 10%
3. React to Member, Guest and Co-Workers needs in a responsible and diplomatic manner. 5%
4. Ensure that all equipment is operating properly and operated only by those Individuals who have been properly trained. Report any problems to Chef. 5%

RELATIONSHIPS

In order to perform this job effectively, the Grill Cook must be in contact with Members, Guests, Kitchen Staff, Foodline Servers, Chef and Management.

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GRILL COOK-MAIN LODGE, WEST LODGE AND ALPINE CENTRE

DAILY DUTIES

- Be ready to start work at time scheduled, not later.
- Punch in on timeclock and attach punchcard to timecard
- Report to Chef for daily instructions, specials, etc.
- Make list of needs for the day.
- Obtain items on list and set up area.
- Make sure that you are well stocked.
- Commence service at designated time.
- Report any problems with equipment to Chef or Management. Do not attempt to repair it yourself. All service to equipment should be done by qualified staff only.
- Do not change any chemicals in the dishwasher without proper knowledge; some chemicals require personal protection equipment & should be done by qualified staff.
- At end of service period, start breakdown of work area; ensure that all products requiring refrigeration are properly wrapped, dated and refrigerated.
- At the end of the shift, all appliances and machinery should be turned off.
- If not open the next day, confer with the Chef to use or freeze the remaining product.
- Offer assistance to any other Team Members who could benefit from your assistance, particularly in the main kitchen, where they may need help cleaning up or closing.
- Complete your timecard and let your direct Supervisor or Chef know that you are leaving.