City of Benson
City Council Communication

Regular Meeting **January 27, 2014**

To: Mayor and Council Agenda Item # 8

From: Bradley J. Hamilton, P.E., Interim City Manager/Director of Public Works/City Engineer

Subject:

Discussion and possible action on a request to fill the Kitchen Cook position at the Benson City Grille/San Pedro Golf Course

Discussion:

The Benson City Grille/San Pedro Golf Course will be in need of a Kitchen Cook starting in February.

Staff Recommendation:

Approval to fill the Kitchen Cook position at the Benson City Grille/San Pedro Golf Course

Job Description

TITLE:	**Kitchen Cook**	**JOB CODE:**	
DEPARTMENT:	Golf Course Division	**FLSA:**	Non-Exempt
PREPARED:	March 2012	**UPDATED:**	

Summary: The principal function of this position is to direct and manage all aspects of the food & beverage operations that happen behind the kitchen doors in absence of Kitchen Manager and Chef. The position assists in supervising daily restaurant operations and the food & beverage service associated with organized golf outings and special events, such as banquets, weddings and meetings. The position works in close coordination with the Kitchen Manager/Chef and waitstaff on all daily restaurant activities and special events. The position reports to the Kitchen Manager.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional tasks.*

- Maintain good personal appearance and observe personal cleanliness at all times.
- Perform all methods of cookery, portion control, and garnish all dishes in accordance with City standards.
- Assist Chef with the production of food according to menu specifications and standard recipes.
- Assists in maintaining responsibility for kitchen cleanliness, organization and preventative equipment maintenance procedures and standards.
- Maintain sanitation and proper food handling per all health codes.
- Ensure quality levels of food and beverage products and maintain quality standards in production, services, facilities and patron satisfaction.
- Keep clean all cooking equipment used during shift; making sure that it is clean prior to the change of shift.
- During the absence of the Chef, ensure that kitchen staff fulfill and complete their respective job functions.
- Operate under all guidelines, policies, standards and procedures.

Required Knowledge and Skills:

- Thorough knowledge of food operations.
- Knowledge of City policies and procedures.
- Skill in establishing and maintaining good working relationships with co-workers, other City staff and the public.
- Skill in following and effectively communicating verbal and written instructions.
- Must be able to work evenings and weekends.

Education and Experience

- One year minimum of food service management experience preferred.
- Formal culinary education preferred.

Job Description
Kitchen Cook

- Valid State of Arizona driver's license.
- High School Diploma or GED.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in the restaurant kitchen & public areas.
- Frequently requires using hands to finger, handle, or feel objects, tools, or controls, to reach with hands and arms and requires close vision and the ability to adjust focus.
- Must be agile and mobile in order to operate all kitchen equipment.
- Must be able to bend, lift (up to 50 lbs.), crouch and reach frequently. Must be able to stand and or walk for four hours at a time.

Equipment and Tools Utilized:

- All kitchen equipment.

Approvals:

Employee: _____ **Date:** _____

Dept. Head _____ **Date:** _____

City Manager: _____ **Date:** _____