# City of Benson
# City Council Communication

**Regular Meeting** **April 14, 2014**

To: Mayor and Council Agenda Item # 4

From: William D. Stephens, City Manager

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 is looking to fill the position of a full time permanent Kitchen Cook. Currently this position is vacant due to the resignation of an employee.

Attached is the current job description.

Staff Recommendation:

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

# Job Description

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|---|---|---|---|
| **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:** _____