



Job Description

Job Title: Head Cook ARR

Location: Alaska Railroad Contract

Reports To: Captain

Summary Accurately and efficiently cook meats, fish, vegetables, soups and other hot food products as well as prepare and portion food products prior to cooking. Also perform other duties in the areas of food and final plate preparation including plating and garnishing of cooked items and preparing appropriate garnishes for all hot menu item plates.

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.

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

- Zero tolerance for theft, all food produced must have a ticket, responsible for inventories/pars, utilizing all previous shifts acceptable leftovers.
- Prepares a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.
- Assumes 100% responsibility for quality of products served.
- Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.
- Portions food products prior to cooking according to standard portion sizes and recipe specifications.
- Maintains a clean and sanitary work station area including tables, shelves, grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range and refrigeration equipment.
- Uses our Standard Recipe Card for preparing all products. Do not rely on the memory of yourself or other employees.
- Prepares item for broiling, grilling, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating.
- Follows proper plate presentation and garnish set up for all dishes.

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- Handles, stores and rotates all products properly.
- Assists in food prep assignments.
- Wash and store all tableware and kitchenware.
- Closes the kitchen properly and follows the closing checklist for kitchen stations. Assists others in closing the kitchen.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Performs other related duties as assigned by the Project Manager.

Supervisory Responsibilities

Certificates, Licenses, Registrations

ServSafe

Education and/or Experience

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports/orders. Ability to speak effectively before customers.

Mathematical Skills

Ability to add, subtract and calculate figures and amounts such as discounts.

Other Qualifications

Work long hours on moving railcar, travel 50% of the time.

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; use hands to finger, handle, or feel; reach with hands and arms; balance while train in motion; talk or hear and

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taste or smell. The employee is frequently required to stoop. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

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 regularly exposed to moving mechanical parts, heat, motion, cleaning chemicals. The noise level in the work environment is moderately loud.



I have received a copy of my duties and responsibilities. I have read and understand my duties and responsibilities.

Print Name

Signature

Date