

The City Square Steakhouse

Job Description

POSITION: Line Cook – Prep Cook

REPORTS TO: Head Chef

POSITION OVERVIEW: Under the general supervision of the Head Chef, with respect to the company goals, the line cook will aid in the smooth operation of the kitchen with a focus on detailed, consistent and efficient food production and service to the customer during meal times.

RESPONSIBILITIES & DUTIES:

A. Planning & Organization

1. Read and understand the kitchen training manual
2. Assist daily with the creation of accurate & comprehensive prep lists
3. Assist as needed with inventory, receiving & restocking
4. Thorough menu knowledge (prep, recipe production, portioning, cooking and plating)

B. Production

1. Rotate & re-stock inventory. Understanding of station set-ups throughout kitchen
2. Assist kitchen with implementation of new menus, specials
3. Maintain a clean and sanitary work and storage area. Provide needed initiative for additional cleaning tasks.
4. Executing consistent plates during service. This includes consistency in cooking times and temperatures, portioning and plating.
5. Thorough and timely communication with chef/expediter/managers
6. Facilitate kitchen closing, including the check-out procedure for the dish station

C. Additional Areas of Knowledge

1. With the guidance of the recipe book, the line cook is responsible for duplicating recipes after the initial walk-through with the chef. Maintaining personal notebook is recommended for keeping track of notes and recipe specifics not noted in the recipe book.
2. Ability to support the health and safety requirements of the restaurant. Help notify fellow staff members of potential risks, as well as keeping management aware of risks, broken equipment etc.
3. Must be able to cope with work pressures, taking initiative to solve problems as needed. Must be organized at all times. Must provide honest, timely and respectful communication with management.

REMEMBER: Our Recipe for Success...

Great Food + Great Service = Exceptional Customer Experiences
(& Great Customer Memories)