

# Cannon Beach Conference Center

## Job Description



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**Job Title:** Cook

Department: Food Service Pay range: \_\_\_\_\_  
Food Service Administrative  
Reports to: Supervisor Category: Salaried, exempt  
Date approved: April 2012

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### General Position Summary

Responsible for all food items prepared in the kitchen, assuring meals are of excellent quality and presentation, ample quantity, served hot and on time. Responsible for maintaining a sanitary food service department.

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### Essential Functions/Major Responsibilities:

- Prepare food for all events as directed by the food services manager and/or executive chef in accordance with established menus.
- Select and utilize appropriate equipment for food handling, maintaining proper temperatures, and otherwise producing food in compliance with all applicable state and federal laws as they apply to food service.
- Effectively utilize food resources to avoid waste.
- Inform, instruct and monitor other staff assigned to the kitchen.
- Coordinate with dining room staff and other departments to ensure prompt and cheerful service to the guests.
- Participate in regular food service department and staff meetings and prayer times.
- Support organizational safety program by monitoring employees working in the department in safety procedures, including but not limited to MSDS, bloodborne pathogens and use of PPE.
- Assist the food service Department Evacuation Coordinator (DEC) in the event of a tsunami evacuation.

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### Secondary Responsibilities:

- Maintain clean and orderly work and food storage areas.
- All other duties as assigned.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

## Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ.
- Degree from a post-secondary culinary arts training program is desirable.
- Current Oregon food handler certification.
- A minimum of 2 years in a food preparation position preferred.
- Able to work well with co-workers.
- An eye for plate presentation.

## Physical Demands:

Sit	≤1	Consecutive hours	≤1	Total hours per day
Stand/Walk	2-3	Consecutive hours	6-8	Total hours per day
Employee may alternate between sit/stand as needed.				
<input type="checkbox"/>	Only uses left hand/arm		<input type="checkbox"/>	Only uses right hand/arm
<input checked="" type="checkbox"/>	Uses both hands/arms			
	None or N/A*	Occasionally*	Frequently*	Continuously*
Hand/Wrist Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb/stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying 21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying over 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance objects are carried:	25 feet			
*Key				
<b>Occasionally</b>		<b>Frequently</b>		<b>Continuously</b>
3 hours or less 1-33% of day 20 x per hour or less 60 x per day or less		3-6 hours 34-66% of day 20-120 x per hour 60-720 x per day		6-8 hours 67-100% of day More than 120 x per hour More than 720 x per day

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor or HR signature \_\_\_\_\_ Date \_\_\_\_\_