



**JOB TITLE:** Line Cook  
**DEPARTMENT:** Kitchen  
**REPORT TO:** Executive Chef  
**DATE REVISED:** March 6, 2017  
**CLASSIFICATION:** Non Exempt; part-time or full-time

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### **JOB STATEMENT/PURPOSE:**

Line cooks are responsible for preparing and/or directing the preparation of food to be served complying with all applicable sanitation, health, and personal hygiene standards and following established food production programs and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide prompt, courteous, and professional service to customers
- Able to prepare food according to food handlers guidelines
- Able to do repetitive work
- Knowledge of cooking procedures
- Able to communicate with Prep Cooks & Wait staff
- Maintain the quality and appearance of items prepared
- Stock and re-stock items prepared
- Maintain cleanliness and safety in the work area
- Label and date all food stored and rotate food as needed
- Able to work in a high pace and hot environment
- Able to multi-task
- Maintain thorough understanding of menu items and preparation techniques
- Must be a team player

### **JOB SPECIFICATIONS:**

- Must have a high school diploma or equivalent
- Some experience in food preparation helpful but not required
- Must be at least 21 years old
- Assist the Executive Chef in the menu preparation process
- Must have general knowledge of kitchen related equipment
- Knowledge of safety rules for kitchen equipment
- Able to lift 25 lbs



**OTHER RESPONSIBILITIES:**

- Follow safe and proper procedures in the course of daily work
- Perform opening and closing duties as appropriate
- Knowledge of where and how everything is stored
- Arrive on time and demonstrate effective time management
- Flexible with job duties
- Able to work all shifts and holidays
- Arrive 15 minutes prior to assigned shift
- Report to managers when something is broken or needs repair
- Follow written and verbal instructions
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned
- May be required to do some heavy lifting