

JOB TITLE

SALARY

ISSUE

LEAD COOK

\$12.50-\$15.00/HR DOQ

9-11-2015

OGDEN ECCLES CONFERENCE CENTER Part-Time with Benefits

JOB SUMMARY Under the general guidance and direction of the Chef, is second-in-command over culinary and kitchen staff. Responsible for ordering supplies and food for events and taking inventory of all orders received in the absence of the Chef. Prepares food for all banquets and concession events. Maintains proper count and food measurements needed both in prep period prior to an event, as well as during the execution of the event.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Ordering, receiving and preparing food items. Produce ordered product according to the Banquet Event Orders for each event. Assists with monthly inventory. Assists in training of all cooks. Maintains all kitchen equipment cleanliness. Maintains clean and safe working environment. Performs other duties as assigned.

MINIMUM QUALIFICATIONS High school diploma or GED equivalent, and 3 plus years in a banquet facility producing meals for large events both buffet and plated. Culinary certifications/degrees preferred.

Ability to handle high heat and moisture, ability to follow directions and communicate effectively with supervisor and coworkers. Ability to lead and problem solve. Ability to lift heavy loads on a constant basis. Ability to accomplish all tasks as assigned. Must have a positive can-do attitude.

SPECIAL QUALIFICATIONS Must have Food & Beverage Service Worker permit. Must be willing to work flexible hours and schedules to include evenings, Saturdays, Sundays and holidays and irregular hours as dictated by event schedule. Ability to work long ours (10-16 hours may be needed occasionally) as event driven facility.

TOOLS AND EQUIPMENT USED Those necessary to wash and clean.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is moderately loud.

POSITION CLOSES: September 25, 2015

APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED