



**CHARGING HORSE
CASINO, BINGO & RESTAURANT**

*P.O. BOX 1259, ½ Mi. E. HIGHWAY 212
LAME DEER, MT 59043-1259
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JOB ADVERTISEMENT

POSITION: Cook

OPEN: MAY 7, 2018

DEPARTMENT: Restaurant

CLOSES: MAY 17, 2018 @ 5:00 P.M.

SUPERVISOR: HEAD COOK/INVENTORY CLERK

*APPLICANTS MAY SUBMIT THEIR APPLICATIONS TO THE CASINO CAGE, RESTAURANT
CASHIER, OR CASINO ADMINISTRATION.*

SUMMARY OF WORK:

The cook prepares all food orders in a quick and timely manner, ensuring excellent customer satisfaction.

JOB DESCRIPTION:

Nature of Work: Responsible for fast and clean servicing of all menu items to the servers.

Ensures each order sent out is uniform and consistent. Controls food production to include: Proper cooking methods, cooking time and temperature and ensuring sanitation, handling and storage of prepared food and leftovers. Prepares for rush period of work without getting behind.

Public Contact: This position requires contact with customers and with wait staff. Must possess the ability to resolve various customer-related situations and problems that may occur.

Professionalism when dealing with the customer is critical.

Supervision Received: General supervision of duties and responsibilities by Restaurant Supervisor/Line Supervisor/Gaming Manager, and other supervisors. Must be able to receive direct written and verbal instructions during course of shift.

Essential Functions: Must be willing to work weekends, holidays and irregular work hours.

Other duties as assigned.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Will be directly accountable to the Restaurant Supervisor/Line Supervisor/Gaming Manager for overall duties as cook. Checks work stations. Keeps stock on hand and organizes orders. Gets orders for meat needed/order or cut to meet the day's needs. Fills special orders when customers request it. Organize the workday. Is flexible with break schedules to meet customer's needs. Solves crisis situations without managers. Keeps errors to a minimum. Responsible for the efficient and economical utilization of all products and by-products to facilitate a lower food cost. Inspects the following day's menu and writes out food requisition for necessary food portions. Responsible for checking the methods of food preparation, sizes, portioning and garnishing food. Must immediately report all irregularities or suspicious activity observed while on duty. Watches for fire hazards, and surveillance/security problems that may occur. Sounds alarms or contacts police or fire department by phone in case of fire, property damage, or presence of unauthorized persons. Write reports on property damage or unusual occurrences.

JOB REQUIREMENTS:

Knowledge: Knowledge of kitchen sanitation, operation and maintenance of kitchen equipment. Basic knowledge of food preparation technique.

Skills: Six Months experience with all phases and operations of the kitchen. Must have the ability to plan, organize and implement daily assignments. Professional appearance. Must be familiar with the proper preparation of most international and domestic dishes.

Abilities: This position requires the ability to work unsupervised, adherence to safety and compliance regulations, following verbal and written instructions, and writing reports. Must establish effective working relationship with fellow employees, supervisors, and customers. Must be willing to work on weekends, holidays, and irregular hours. Work other duties as assigned.

EDUCATION / EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to.

- High School Diploma or GED required.
- Minimum of one-year related experience preferred
- Must be bondable
- Must be insurable
- Must possess a valid Driver's License
- Must be willing to submit to a Background Investigation/ Pre-Employment Drug Screening.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the proceeding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties
- Works well unsupervised

- Deals tactfully and courteously with the public
- Demonstrates ability to deal with stressful situations
- Adheres to standards of confidentiality
- Reports any property damage or safety hazards in a timely manner
- Observes work hours
- Demonstrates punctuality
- Establishes and maintains effective working relationship with fellow employees, supervisors, and public.