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[COMPANY NAME] JOB DESCRIPTION

Position: Cooks, Fast
Food

Job Description:
Prepare and cook food in a fast food restaurant with a limited menu. Duties of the cooks are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.

Job Tasks:
- Clean food preparation areas, cooking surfaces, and utensils.
- Cook and package batches of food, such as hamburgers and fried chicken, which are prepared to order or kept warm until sold.
- Cook the exact number of items ordered by each customer, working on several different orders simultaneously.
- Maintain sanitation, health, and safety standards in work areas.
- Measure ingredients required for specific food items being prepared.
- Mix ingredients such as pancake or waffle batters.
- Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles.
- Pre-cook items such as bacon, in order to prepare them for later use.
- Prepare and serve beverages such as coffee and fountain drinks.
- Prepare specialty foods such as pizzas, fish and chips, sandwiches, and tacos, following specific methods that usually require short preparation time.
- Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions.
- Verify that prepared food meets requirements for quality and quantity.
- Wash, cut, and prepare foods designated for cooking.
- Clean, stock, and restock workstations and display cases.
- Order and take delivery of supplies.
- Prepare dough, following recipe.
- Schedule activities and equipment use with managers, using information about daily menus to help coordinate cooking times.
- Serve orders to customers at windows, counters, or tables.
- Take food and drink orders and receive payment from customers.

Required Knowledge:

- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Required Skills:

- **Operation and Control** -- Controlling operations of equipment or systems.
- **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Abilities Required:

- **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Activities:

- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Performing for or Working Directly with the Public** -- Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.

I _____ acknowledge that I have read and understood this job description for the position of Cooks, Fast Food.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____