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[COMPANY NAME] JOB DESCRIPTION

Position: Cooks,
Restaurant

Job Description:

Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.

Job Tasks:

- Bake breads, rolls, cakes, and pastries.
- Bake, roast, broil, and steam meats, fish, vegetables, and other foods.
- Carve and trim meats such as beef, veal, ham, pork, and lamb for hot or cold service, or for sandwiches.
- Coordinate and supervise work of kitchen staff.
- Estimate expected food consumption; then requisition or purchase supplies, or procure food from storage.
- Observe and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils.
- Portion, arrange, and garnish food, and serve food to waiters or patrons.
- Prepare relishes and hors d'oeuvres.
- Regulate temperature of ovens, broilers, grills, and roasters.
- Season and cook food according to recipes or personal judgment and experience.
- Turn or stir foods to ensure even cooking.
- Wash, peel, cut, and seed fruits and vegetables to prepare them for consumption.
- Weigh, measure, and mix ingredients according to recipes or personal judgment, using various kitchen utensils and equipment.
- Butcher and dress animals, fowl, or shellfish, or cut and bone meat prior to cooking.
- Consult with supervisory staff to plan menus, taking into consideration factors such as costs and special event needs.
- Inspect food preparation and serving areas to ensure observance of safe, sanitary food-handling practices.
- Keep records and accounts.
- Plan and price menu items.

- Substitute for or assist other cooks during emergencies or rush periods.

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.
- **Mathematics** -- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Required Skills:

- **Equipment Selection** -- Determining the kind of tools and equipment needed to do a job.

Abilities Required:

- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Memorization** -- The ability to remember information such as words, numbers, pictures, and procedures.
- **Written Comprehension** -- The ability to read and understand information and ideas presented in writing.
- **Wrist-Finger Speed** -- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- **Manual Dexterity** -- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Near Vision** -- The ability to see details at close range (within a few feet of the observer).
- **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.
- **Deductive Reasoning** -- The ability to apply general rules to specific problems to produce answers that make sense.
- **Visualization** -- The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Number Facility** -- The ability to add, subtract, multiply, or divide quickly and correctly.

Job Activities:

- **Monitoring and Controlling Resources** -- Monitoring and controlling resources and overseeing the spending of money.
- **Identifying Objects, Actions, and Events** -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Estimating the Quantifiable Characteristics of Products, Events, or Information** -- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Coordinating the Work and Activities of Others** -- Getting members of a group to work together to accomplish tasks.
- **Thinking Creatively** -- Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Controlling Machines and Processes** -- Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

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

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____