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[COMPANY NAME] JOB DESCRIPTION

Position: Cooks, Short
Order

Job Description:

Prepare and cook to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.

Job Tasks:

- Complete orders from steam tables, placing food on plates and serving customers at tables or counters.
- Grill and garnish hamburgers or other meats such as steaks and chops.
- Grill, cook, and fry foods such as french fries, eggs, and pancakes.
- Perform simple food preparation tasks such as making sandwiches, carving meats, and brewing coffee.
- Plan work on orders so that items served together are finished at the same time.
- Take orders from customers and cook foods requiring short preparation times, according to customer requirements.
- Accept payments, and make change or write charge slips as necessary.
- Clean food preparation equipment, work areas, and counters or tables.
- Order supplies and stock them on shelves.

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:

- **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.
- **Service Orientation** -- Actively looking for ways to help people.

Abilities Required:

- **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Wrist-Finger Speed** -- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

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.
- **Getting Information** -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **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, Short Order.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____