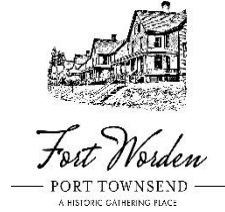


Job Description: Cook  
Department: Food and Beverage  
Reports to: Executive Sous Chef  
FLSA Status: Non-Exempt



**Position Summary:** The Cook is responsible for preparing food according a recipe, preparing assigned menu items and all manual labor involved to clean and maintain their station practicing good safety, sanitation and organization skills. The Cook works as part of a team in a dynamic and intense kitchen environment. In addition to maintaining our vision by adhering to our values and management principles, this position must provide the highest level of service to our guests.

### **Principal Duties and Responsibilities**

- Prepare kitchen before the arrival of the Chef
- Clean the kitchen and equipment before and after food service
- Prepare all food items as directed in a sanitary and timely manner
- Maintain a clean and organized work station, always prepared for inspection
- Cook menu items under the supervision of the Chef
- Ensure compliance with inventory procedures; inform Chef as stock runs low
- Control food costs in and out of the kitchen with proper recipe execution and waste management
- Give suggestions to the Chef regarding new preparations and the menu
- Know the menu thoroughly and have the ability to make each item on the menu
- Maintain food quality standards in production, presentation and service
- Assess need for and report kitchen repairs to supervisor and/or maintenance
- Ensure the cleanliness of the kitchen by maintaining to specified standards, passing Health Department audits, and training staff on proper sanitation guidelines
- Avoid cross contamination, improper food handling and/or storage practices, etc., through proper training and supervision
- Ensure that food quality menu adherence and presentation guidelines are followed
- Assist in the training of new kitchen staff
- Report any mishaps in the kitchen
- Step in for other kitchen staff as needed in urgent circumstances
- Attend staff meetings as needed
- Other duties as assigned by supervisor or other management

### **Minimum Qualifications**

1. High School Diploma or GED equivalent
2. A professional diploma in food service or equivalent food service cooking experience
3. 1-2 years of experience as a cook in a fast-paced large scale venue or course in food handling
4. Food Service Card Issued by the State of Washington
5. Professional appearance and manner, good character to work on a fast-paced team
6. Positive, honest and energetic work ethic
7. Able to grasp, lift and/or carry up to 50 lbs. as needed
8. Finger/hand dexterity to operate kitchen machinery, knives, etc.

9. Able to withstand changes in temperature, occasional smoke, steam and heat and work in a confined area
10. Must possess hearing, visual and sensory abilities to observe and detect emergency situations; also to distinguish product, taste texture, temperature and presentation and preparation

**Knowledge, Skills, and Abilities**

1. Pay attention to small details, excellent reading comprehension and able to follow instructions correctly
2. Strong communication and organizational, time management and multi-tasking skills
3. Willing and able to work evenings, weekends and holidays.
4. Can work on own as well as part of a team.
5. Passion for good food, local ingredients and quality customer experiences.
6. Can work well under pressure in a fast-paced, high stress environment
7. Ability to portion control on a large scale
8. Clear understanding of weights and measures and has good math skills
9. Demonstrate ability to handle criticism well and learn from mistakes
10. Excellent knife skills; can quickly and safely slice or chop meal ingredients into exact dimensions as called for in the recipe
11. Strong communication skills

**Key Competencies:**

Key competencies include manages times well, communication, produce large quantities of food well, attention to detail, integrity, honesty, reliability, adaptability, and efficiency. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

**EEO Statement**

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability.

Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

***Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families.***

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Cook

### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

|                                    | NA | NE | O | F | C |
|------------------------------------|----|----|---|---|---|
| Sitting                            |    |    | X |   |   |
| Walking                            |    |    |   | X |   |
| Standing                           |    |    |   | X |   |
| Running                            | X  |    |   |   |   |
| Bending or twisting                |    |    |   | X |   |
| Squatting or kneeling              |    |    | X |   |   |
| Reaching above shoulder level      |    |    |   | X |   |
| Climbing (e.g. ladders)            | X  |    |   |   |   |
| Driving cars, light duty trucks    |    |    | X |   |   |
| Driving heavy duty vehicles        |    | X  |   |   |   |
| Repetitive motion of hands/fingers |    |    |   | X |   |
| Grasping with hand, gripping       |    |    |   | X |   |
| Lifting/carrying 10-25 pounds      |    |    |   | X |   |
| Lifting/carrying 26-50 pounds      |    |    |   | X |   |

|  | NA | NE | O | F | C |
|--|----|----|---|---|---|
| Lifting/carrying more than 50 pounds                                 |    |    | X |   |   |
| Pushing/Pulling  |    |    | X |   |   |
| Using Foot Controls  |    | X  |   |   |   |
| Work in/exposure to inclement weather                                |    |    | X |   |   |
| Work in/exposure to cold water                                       |    | X  |   |   |   |
| Exposure to dust, chemicals or fumes                                 |    | X  |   |   |   |
| Work/live in remote field sites                                      | X  |    |   |   |   |
| Use of hazardous equipment (e.g. guns, chainsaws, explosives)        | X  |    |   |   |   |
| Swimming, scuba diving   | X  |    |   |   |   |
| Work at heights (e.g. towers, poles)                                 | X  |    |   |   |   |
| Exposure to infection, germs or contagious diseases                  |    |    | X |   |   |
| Exposure to blood, body fluid, or potentially contaminated materials |    | X  |   |   |   |
| Exposure to needles or sharp implements                              |    |    |   | X |   |
| Use of hot equipment (e.g., ovens)                                   |    |    |   | X |   |
| Exposure to electrical current                                       |    | X  |   |   |   |
| Seeing objects at a distance   |    |    | X |   |   |
| Seeing objects peripherally  |    |    | X |   |   |
| Seeing close work (e.g., typed print)                                |    |    |   | X |   |
| Distinguishing colors  |    |    | X |   |   |
| Hearing conversations or sounds                                      |    |    |   | X |   |
| Hearing via radio or telephone                                       |    |    |   | X |   |
| Communicating through speech   |    |    |   | X |   |

|                                     | NA | NE | O | F | C |
|-------------------------------------|----|----|---|---|---|
| Communicating by writing/reading    |    |    | X |   |   |
| Distinguishing odors by smell       |    |    |   | X |   |
| Distinguishing tastes               |    |    |   | X |   |
| Exposure to wild/dangerous animals  |    | X  |   |   |   |
| Exposure to insect bites or stings  |    | X  |   |   |   |
| Work/travel in boat/small aircraft  | X  |    |   |   |   |
| Exposure to aggressive/angry people |    | X  |   |   |   |
| Restraining/grappling with people   | X  |    |   |   |   |
| Other:                              |    |    |   |   |   |
| Other:                              |    |    |   |   |   |
|                                     |    |    |   |   |   |

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

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Employee Signature

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Date