

BPOE ELKS LODGE 411

Job Description: PART-TIME SHORT-ORDER

The individual in this position should possess prior relevant experience and familiarity with basic cooking supplies, techniques and equipment. He/she must be committed to the highest level of customer service, reliable to his/her co-workers and be self-motivated, organized and detail oriented. Excellent time management skills and professional behavior is required for this position.

Qualifications:

- High school diploma or general education degree (GED) required.
- Current food handler card. Manager Food Handler's License is preferred.
- Working knowledge of general kitchen equipment and appliances.
- Demonstrated knowledge of general sanitary and safety practices and health codes.
- Working knowledge of food preparation techniques and cooking methods.
- Able to evenings and weekends, as needed.
- Ability to lift and carry up to 30 pounds;
- Comfortable standing, stooping, squatting, twisting and moving frequently.
- 1-2 References (within last 5 years).

Responsibilities:

- Demonstrated ability to prep, prepare, plate and serve menu items in a fast-paced environment using a deep fryer, panini press, air fryer, stove top, grill and/or oven.
- Perform food preparation and cooking in accordance with advertised menu or daily specials.
- Maintain a clean and orderly kitchen by ensuring that kitchen area, equipment, dishware, pots, pans and cooking/serving utensils are clean and sterile before all food preparation begins and at the end of each shift. This includes all items previously mentioned.
- Properly sanitizing all work surfaces and taking out trash at the end of each shift.
- Properly label, stock and store all ingredients at the end of shift
- Comply with nutrition and sanitation guidelines.
- Perform other kitchen duties as assigned
- Ensures all dishes are plated as directed, are presentable and pleasing to the eye.
- Controls and minimizes waste.
- Works well under pressure and within the time limit.
- Is punctual and dependable.
- Maintains a positive attitude and is an example of professionalism for kitchen staff to follow.
- Professional appearance, wearing provided uniform/shirt when directed.
- Professionally addresses any questions, concerns or recommendations to the House Committee Chair or appropriate designee.

Experience:

Cooking: 1 year preferred.

Kitchen/Food Service experience: 1 -2 preferred

Hours: 5-10 hours a week
(Thursday evenings, possible Saturdays & special events.)

Pay Rate: \$10 / hour