



Spotlight 29 Casino Job Description



Job Title: Pantry Cook
Department: Food & Beverage
Reports To: Chef or Sous Chef
FLSA Status: Non-Exempt
Prepared By: Sharon Marshall
Prepared Date: May 2, 2013
Approved/HR: Sharon Marshall
Approved/GM: Tom Sedlock
Approved Date:

SUMMARY:

Prepare food items as ordered by patron and expedite tickets to insure fast service and quality products. Cutting and chopping vegetables, fruits, desserts and other food by following recipes. Use of proper bowls, trays, plates and pans to maintain customer appeal. Cleaning and sanitizing workstations making sure everything is covered, labeled, dated and rotated to insure quality and healthy food.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement: “We are here for the guest. Period”
- Wash, peel, slice, and mix vegetables, fruits, or other ingredients for salads, cold plates, and garnishes.
- Preparation of cooked meats, cheeses and desserts.
- Prepare bulk produce to specifications.
- Portion and arrange food on serving dishes.
- Prepare fruit or seafood cocktails and hors d'oeuvres.
- Measure and mix ingredients to make salad dressings, cocktail sauces, gelatin salads, cold desserts, and waffles, following recipes.
- Make sandwiches to order.
- Portion fruit sauces and juices.
- Coordinate guests’ checks to provide fast and efficient service.
- Distribute food to Waiters/Waitresses to serve to customers.

- Ability to read and use standardized institutional recipes.
- Knowledge of all institutional kitchen equipment and their proper use.
- Knife skills
- Clean and sanitize workstations.
- Perform any general leaning task using standard cleaning products as assigned to adhere to health and safety standards.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job requires no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- High school diploma or equivalent preferred but not required.
- Two year related experience and/or training in institutional food preparation including knife skills.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass periodic random drug screens
- Must pass pre-employment physical
- Must obtain a Food Workers Certificate
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, twist, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to stoop, kneel, crouch, or crawl, climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis.

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Pantry Job Description.

Signature

Date