



WIN-RIVER RESORT & CASINO

JOB DESCRIPTION

JOB TITLE:	Prep Cook
DEPARTMENT:	Banquets
REPORTS TO:	Group Sales Manager
SALARY:	Grade 3, Entry \$14.05/hourly
CLASSIFICATION:	Non-exempt
SUPERVISES:	None
JOB SUMMARY:	This team member prepares raw food items for the cooking process, including, but not limited to, soups, sauces, cold dressings, and fabrication of meats

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this position, however, are not all inclusive:

1. Prepares bulk produce, meats, and sauces to recipes and specifications
2. Peels, cuts, chops, dices, slices, and minces meats and cheeses for production
3. Chops salads and prepares ingredient items for the cooks line
4. Prepares bulk sauces to specifications by following recipes
5. Cleans and sanitizes workstations according to the daily cleaning list
6. Maintains product rotation and security to minimize waste and pilferage
7. Coordinates food production on quantities according to business levels
8. Assists line cooks and kiosk cooks when needed
9. Helps put food away in all areas by organizing freezers, dry storage, and refrigerators according to First-In, First-Out (FIFO) method
10. Marks and dates all perishables, covers all food items, and organizes walk-in and freezers
11. Prepares food for banquets, kiosks, and any other operation that is designated
12. Completes assigned work production list
13. Portions food out for banquet events for plated meals and buffets according to specifications
14. Performs all duties in a manner that continually supports the vision, mission, values, and principles of the Resort & Casino
15. Performs all duties in a manner that adheres to the guest service standards established by Win-River Resort & Casino's guest service program
16. Other duties as assigned by the Group Sales Manager

EDUCATION REQUIREMENTS

The education requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position however, higher levels of education than required will be reflected during the recruitment process:

- A High School diploma, or the equivalent thereof, is preferred

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

The experience and knowledge requirements outlined here are representative of the minimum that must be met by the team member to successfully perform the essential functions of this position however, higher levels of experience and knowledge than required may be reflected during the recruitment process:

- Two (2) years of kitchen experience in institutional food preparation, including knife skills, is required
- The ability to read, understand, and prepare recipes is required
- Food Handler card is required

PHYSICAL REQUIREMENTS

The physical requirements outlined here are representative of those that must be met by the team member to successfully perform the essential functions of this job:

- Continuously stands
- Frequently reaches above/below shoulder level
- Occasionally walks, bends/stoops, climbs, kneels, and squats
- Frequently lifts/carries up to ten (10) pounds is required
- Occasionally lifts/carries up to seventy five (75) pounds is required
- Occasionally pushes/pulls up to seventy five (75) pounds is required
- The ability to handle heavy pots and pans, to operate kitchen equipment, and to use cutlery is required

WORKING CONDITIONS

The working conditions outlined here are representative of those that the team member will or may be exposed to while performing the functions of this job:

- While performing the duties of this job, the team member is frequently exposed to second-hand tobacco smoke
- While performing the duties of this job, the team member is usually subject to inside environmental conditions
- While performing the duties of this job, the team member may occasionally be subject to outside environmental conditions and to wet and/or humid conditions

OTHER INFORMATION

- Native American Preference Policy applies
- This individual must be able to meet the suitability requirements of the Redding Rancheria's Gaming Agency to obtain a gaming license
- Win-River Resort & Casino is a drug-free workplace
- This job description does not list all the duties of the job. You may be instructed by management to perform other tasks or functions
- This job description is not a contract for employment. Employment with Win-River Resort & Casino is considered "at-will"
- Must be able to comply with the Win-River Resort & Casino Common Language Rule
- Reasonable accommodations may or may not be made dependent upon the nature of the work required by the position
- Win-River Resort & Casino reserves the right to add, delete or modify without notice

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