POSITION DESCRIPTION

JOB TITLE: Pantry Cook (Full-Time)

DEPARTMENT: Kitchen

REPORTS TO: Restaurant Chef or Sous Chef

ESSENTIAL PURPOSE: To prepare cold foods for restaurants, banquets, and special functions, meeting hotel standards of production quality and quantity.

ESSENTIAL DUTIES:

- To follow all specifications to properly and efficiently prepare, present, and store cold foods and beverages, including salad items, dressings, juices, fruits, and appetizers.
- To maintain all Kitchen equipment in clean, working order, at all times.
- To ensure that the salad pantry and ice boxes are kept clean and sanitary at all times, in accordance with company standards and local health department guidelines.
- To ensure the consistent availability of a sufficient amount of food items.
- To communicate all guest requests to an appropriate supervisor in a timely and professional manner.
- To follow all policies and procedures of JC Resorts LLC.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others.
- To comply with company and departmental safety rules and regulations, including the proper handling of all relevant equipment.
- To attend all mandatory meetings as directed.

- To perform other tasks, including cross-training, as directed.

JOB KNOWLEDGE & EDUCATIONAL LEVEL: Able to understand basic English, and to follow simple verbal directions. Must have basic knowledge of production and operations in all relevant kitchen areas. Must be familiar with proper use and cleaning of relevant kitchen equipment and machinery. Hotel experience preferred.

SKILLS AND APTITUDES: Detail oriented. Organized and efficient. Learns quickly. Safety-minded. High quality standards for production and service. Courteous and friendly manner. Good team player. Customer service focus. Able to work productively with little supervision. Trustworthy and reliable.

WORKING CONDITIONS: Works indoors throughout shift in well-lighted kitchen areas. Frequently works behind hot ranges. Makes frequent short trips to the walk-in freezer and refrigerator. Kitchen may be moist, warm, and odorous from cooking foods. Kitchen floor is uneven, and may be slippery from moisture and grease. Business levels may require fast work pace.
PHYSICAL DEMANDS: Stands/walks short distances throughout shift. Bends, stoops, reaches, pushes, pulls, and lifts to perform routine job tasks. Frequently required to handle and move objects weighing up to 30 lbs. over short to moderate distances. Must be able to work under pressure.

IMPACT OF DECISION: Decisions directly impact profitability of the Food & Beverage Division, and the quality of food served in hotel restaurants, at functions, and to staff. Poor decisions may result in customer dissatisfaction and loss of revenues, due to inefficient service, lack of attention to detail, insufficient waste control measures, or unsafe work practices.

GENERAL: Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

JOB CLASSIFICATION: The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

NON-EXEMPT POSITION: Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved <u>in advance</u> by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

AT-WILL EMPLOYMENT: The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

_____
Employee's name (please print)

_____
Employee signature
Date:_____

_____
Supervisor signature
Date:_____