



DESERT HIGHLANDS

Job Description

Job Title: Pantry Cook

Reports To: Executive Chef/Sous Chef

Revised: September 2013

Department: Food and Beverage

FLSA Status: Non-Exempt

Primary Purpose:

Performing their duties as prescribed by the quality standards established by the Executive Chef and Food and Beverage Manager. Pantry cook prepares all meats, seafood, poultry and other foods according to club recipes and standards.

Essential Functions:

1. Report to work in uniform at posted scheduled times.
2. Sets up the pantry station.
3. Prepares all dressing, vinaigrettes and accompanying garnishes for all pantry menu items.
4. Set-up and see that pantry station is ready to serve fifteen (15) minutes prior to lunch and dinner service.
5. Make sure that all food is of the highest possible quality before leaving the window.
6. Overseeing see that all food prepared is of consistently high quality and that portions are consistently controlled. Food tickets are complete and out in a timely manner.
7. Covers, dates and neatly stores all meats, poultry, seafood and other food items.
8. Cleans and sanitizes the pantry station.
9. Sets up, maintains and breaks down prep station.
10. Notifies Sous Chef in advance of all expected shortages.
11. Ensures that work station and equipment are clean and sanitary.
12. Adheres to state and local health and safety regulations.
13. Maintains neat professional appearance and observes personal cleanliness rules at all times.
14. Maintains safety and security in work station.
15. Assists with other duties as instructed by the Sous Chef and Executive Sous Chef.
16. Inform supervisor of any items that were unfinished before service.
17. Properly store all food, which must be covered, dated and rotated on a daily basis to ensure proper portion control and quality.
18. Follow all safety procedures for operating and cleaning all machinery at all times.
19. Check in with Sous Chef at the beginning of shift for instructions.
20. Keep par stocks at proper levels. Increase or decrease production as necessary.
21. Inform management of any problems concerning food quality or production control.
22. Follow "Clean as you work" policy; responsible for sanitation and cleanliness of station at all times.
23. Maintain high standards of quality and appearance for all food prepared and served.
24. Wear clean uniform at all times.
25. Attend all kitchen employee meetings.
26. At the end of the shift, clean entire station, including reach-ins, shelves and steam table. All

unnecessary food must be returned to walk-in on proper shelf, all inserts clean. Check-out with Sous Chef; keep walk-in clean and organized at all times.

27. Clean any kitchen equipment used immediately following its use.

28. Must be able to work weekends and holidays as well as overtime.

29. Perform other duties as assigned.

Required Qualifications:

- High School Diploma or General Education Diploma (GED); three months related experience and/or training; or equivalent combination of education and experience. Must become familiar with and work with all kitchen equipment and machinery.
- Present a positive, professional image.
- Must be self-motivated and customer service oriented.
- Strong interpersonal as well as written and oral communication skills.
- Reliable and predictable attendance.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.

Physical Demands & Work Environment:

- Position is in busy, non-smoking clubhouse/restaurant in a private residential community in N. Scottsdale.
- Must be able to frequently sit, stand, bend, use hands to finger, handle, or feel; and talk or hear, stoop, kneel, crouch, crawl, and walk.
- Ability to lift up to 50 lbs., and to lift overhead and push/pull, move lighter objects.
- The employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, and extreme heat.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

This job description serves as a general overview of the job duties that this position requires. I acknowledge all of the duties that my job entails and that I may be assigned others at the discretion of the Desert Highlands Management. I do understand that although these are my direct responsibilities, I am a team player and will help others.

Employee Printed Name

Employee Signature

Date