



## Muskingum Watershed Conservancy District Position Description and Requirements

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<b>Position Title:</b>	Cook	<b>Date:</b>	August 1, 2017
<b>Department:</b>	Recreation	<b>Classification:</b>	Seasonal (S)
<b>Reports to:</b>	Marina Mgr and/or Asst. Marina Mgr	<b>FLSA Status:</b>	Non-exempt
<b>Directly Supervises:</b>	None		

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### Summary of Responsibilities

Responsible for preparing and cooking a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.

Practices standard MWCD safety procedures and adheres to health department guidelines in performing job duties and assists other MWCD personnel as required.

Provides excellent customer service when interacting with MWCD guests.

### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

### Essential Functions *include the following. Other duties may be assigned.*

Take orders from customers and cook foods requiring short preparation times, per customer requirements.

Food preparation and cooking may include but is not limited to: Grilling and garnishing hamburgers or other meats. Grilling, cooking, and frying foods such as French fries, eggs, and pancakes.

Performs various food preparation tasks such as making sandwiches, carving meats, and brewing coffee.

Plans work on orders so that items served together are finished at the same time.

Cleans food preparation equipment, work areas, and counters or tables.

Maintains a clean and safe work area as well as all public areas in which guests have access.

Maintains inventory of necessary supplies, including food prep supplies as well as food inventory and notifies Marina Manager when reordering is required.

Notifies appropriate manager of any safety concerns realized while performing job duties.

Notifies appropriate manager of any customer issues that require further attention.

## Skills and Abilities

Education:	High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.
Experience:	Experience with customer service, food preparation, and/or concessionary operations is preferred.
Computer Skills:	Basic computer skills required
Certifications & Licenses:	Driver's license valid in the state of Ohio
Abilities:	Ability to maintain confidential information. Good communication skills and the ability to work well with the public are required. Ability to maintain composure and handle stressful situations with guests is required.

## Physical Demands

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## Work Environment

While performing the duties of this job, the employee is frequently exposed to warm air temperatures in kitchen and hot food and cooking instruments. The noise level in the work environment is usually moderate.

## Other Requirements, Expectations, or Unusual Conditions

Overtime work is required as necessary. This position requires weekend, evening and holiday work.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed \_\_\_\_\_

Date \_\_\_\_\_