



## Line Cook Job Description

**Job Title:** Cook (non-exempt)

**Division/Department:** Back of the house / Line

**Reports to:** General Manager, Assistant Managers, Supervisor and Kitchen Manager

**Salary Grade/Band:** DOE

**Last Revision Date:** January 2018.

### Summary

The line cooks at Julio's are responsible for preparing and serving food to our guests according to our recipes, presentation guidelines, service time standards, and safety and sanitation regulations of the State of Texas. It is essential that they maintain have full knowledge of the regular menu and specials, and take care of their work space and work tools provided to them by Julio's. Like all other positions at the restaurant they must comply with all company policies.

### Primary Responsibilities

1. Show up ready for work (clean and in full uniform) at the time scheduled
2. Maintain your personal appearance in accordance to restaurant grooming standards
3. Maintain full knowledge of the menu
4. Follow safe and sanitary food handling procedures
5. Prepare necessary ingredients -always following restaurant recipes- for service according to forecasted sales and special event reservations
6. Set up station before the start of the rush making sure there is enough product in the line at all times - supplies must be available and ready for use
7. Indicate to preparation cooks when items in the line are running low so that they can prepare and restock according to need
8. Assemble dishes, as requested by front-of-the-house staff through POS System, strictly following portion control and presentation specifications within Julio's service time standards - making sure they follow exact specifications of our customers
9. Work and communicate with other line cooks and kitchen supervisor to make sure food is ready at the right time, in the right order so that it arrives at the customers table ready to eat and at the right temperature
10. Thaw frozen ingredients for next day's service on a daily/nightly basis
11. Responsible for correctly wrapping, labeling & putting away product from his station at the end of the shift
12. Responsible for cleaning work station and equipment at the end of the shift
13. Perform cleaning duties as assigned

### Additional Responsibilities

- Maintain a sanitary work area at all times
- Organize and clean the kitchen, storage areas and coolers
- Must maintain a focus on accuracy, presentation, cleanliness and timing while working

- Maintain a harmonious relationship with all employees
- Request management for any supplies needed from storage areas and freezer
- Report to management when any products are running low (not when they are finished)
- Inform management when there is a need to purchase food ingredients, supplies or equipment
- Make good use and maintain cleanliness of restaurant equipment and utensils
- Must report to management any problems or issues with products purchased and kitchen equipment
- Rotate product following FIFO policy (First In First Out)
- Keep sanitizer buckets in the kitchen at all times, changing the water when necessary
- Attend all scheduled meetings and provide suggestions for improvement
- Other duties as assigned by kitchen supervisor and management

### **Qualifications and skill requirements**

- ✓ Must be at least 18 years of age
- ✓ Previous cooking experience in Mexican food is required
- ✓ Must have a current Food Handlers card issued by the State of Texas
- ✓ Must have full knowledge of the food menu and be able to answer customer's and coworker's questions
- ✓ Must know the ingredients and methods of preparation of all items served at Julio's
- ✓ Must have multi-tasking abilities
- ✓ Must be able to work under pressure
- ✓ Must be a team player
- ✓ Must be bilingual (Spanish-English)

### **Working conditions**

- Walking and standing for extended periods of time
- Working under pressure
- High noise level
- Working in extreme temperature environments
- Lifting up to 60 pounds
- Bending
- Stretching

### **Uniform**

- T-shirt or chef coat
- Black pants
- Black non-slip shoes
- Baseball cap
- White apron - provided by Julio's
- Hair net - provided by Julio's

I agree to follow all the instructions and procedures dictated by this job description.

Employee Name: \_\_\_\_\_ X \_\_\_\_\_ date: \_\_\_\_\_.