



HOLLYWOOD PARK CASINO

JOB DESCRIPTION

TITLE OF POSITION: Line Cook	DEPARTMENT: F&B
REPORTS TO: Executive Chef	DATE: January 2017

POSITION SUMMARY:

Prepare cold and hot foods in accordance with quality food standards; set-up and maintain stock of food-preparations. Perform all duties assigned in accordance with all applicable legal regulations and requirements, presenting oneself as an asset to the Hollywood Park Casino and encouraging others to do the same.

MAJOR RESPONSIBILITIES:

- Provide excellent customer service to guests and employees.
- Maintain a professional and well-groomed appearance at all times.
- Communicate effectively with all employees and follow through on written and verbal instructions.
- Maintain proper storage procedures as specified by Health Department and HPC requirements.
- Prepare, cook, cool-off, cover, date and store all P.H.F. food according to Health Department Regulations.
- Re-heat food and maintain hot food temperatures according to Health Department Regulations.
- Prepare all menu items following recipes and yield guides according to department procedure.
- Inform Kitchen Supervisors or Sous Chefs of any shortages before the item runs out.
- Communicate any assistance needed during busy periods to Kitchen Supervisors or Sous Chef to ensure optimum service to guests; assist other cooks wherever required and work with expeditors to ensure optimum service to guests.
- Maintain proper storage procedures as specified by Health Department requirements.
- Minimize waste and maintains controls to attain forecasted food costs.
- Disinfect and sanitize cutting boards and work tables while working.
- Transport empty, dirty pots and pans to the pots wash station.
- Assist Dishwashers in order to make clean up a more efficient process.
- Break down workstation and completes closing duties according to department standards.
- Restock items that were depleted during the shift.
- Ensure all assignments are complete before signing out.



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- Follows health and safety regulations, specifically, but not limited to, California Health & Safety Code, Division 104, Part 7 – Retail Food.
- Report safety and any other concerns to supervisors immediately.
- Must function in a team environment.
- Completes all other duties as assigned by leads, supervisors and upper management.
- Attendance and punctuality are essential job functions of this position.
- Strictly adhere to all HPC timekeeping rules and procedures.
- Adhere to all department, Human Resources and Safety policies and procedures.
- Adhere to all applicable federal, state and local laws and regulations.

QUALIFICATIONS, EXPERIENCE, EDUCATION:

- 2 + years Line Cook experience.
- Must be 21 years of age or older to apply
- Must be able to pass a background check and obtain a valid work permit before entering this position.
- Must have employment eligibility in the U.S.
- Must possess a high regard for customer service and Team Member relations.
- Ability to adapt well to the casino environment that involves large numbers of people as well as loud and continuous high noise levels.
- Demonstrates Flexibility – able to change schedule or locations within the casino as required to meet the needs of the departments
- Must be able to work any shift and any day of the week, including weekends, holidays, and special events.
- Ability to establish and maintain effective working relationships with employees and guests.
- Ability to work under pressure and be detail oriented.
- Duties for this position require moderate physical exertion, such as sitting/walking at will, standing/sitting for long periods, lifting/carrying objects weighing up to 25 lbs., pushing/pulling objects, crouching/kneeling, bending, reaching, kneeling, twisting, close vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering equipment. Safety precautions must be used at all times to avoid injury to oneself and others

The above statements are intended to describe the general nature, level of work, and skills being performed by people assigned to this classification. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Furthermore, the above statements may be reviewed, changed and/or modified by management at any time, with or without notice to employees.



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Acknowledgement:

I have read, understand, and will abide by the above Job Description. I am capable of fulfilling all of the essential duties and do not need an accommodation.

Print Full Name: _____ Employee ID: _____

Employee Signature: _____ Date: _____