

THE CONGREGATION

DETROIT

Short Order Cook Job Listing

Position Summary

The Short Order Cook will accurately and efficiently prepare, portion, cook, and present a variety of hot and/or cold food items for various meal periods: to include Breakfast, Lunch, Dinner, and Special/Catered Events. The general responsibilities of the position include those listed below, but The Congregation Detroit may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

Short Order Cook Responsibilities:

- Prepares and cooks to order foods that may require short preparation time.
- Prepares food in accordance with current applicable federal, state and corporate standards, guidelines and regulations to ensure high-quality food service is provided.
- Reads food order or receives verbal instructions on food required by patron, and prepares and cooks food according to instructions.
- Provides the highest quality of service to customers at all times.
- Follows basic recipes and/or product directions for preparing, seasoning, cooking, tasting, carving and serving soups, meats, vegetables, desserts and other foodstuffs for consumption in eating establishments.
- Prepares foods under direct supervision or instruction by operating a variety of kitchen equipment to measure and mix ingredients, washing, peeling, cutting and shredding fruits and vegetables, and trimming and cutting meat, poultry or fish for culinary use.
- Tastes products, reads menus, estimates food requirements, checks production, and keeps records in order to accurately plan production requirements and requisition supplies and equipment.
- May clean and sanitize work stations and equipment and must follow all regulatory rules and procedures.
- Complies with all The Congregation Detroit policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Complies with all company safety and risk management policies and procedures.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as designated.
- May receive inventory, move and lift foodstuffs and supplies and prepare meals for customers requiring special diets.
- May produce some batch goods using basic cooking techniques.
- May perform other duties and responsibilities as assigned.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to see, talk and hear.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 50 pounds.
- At times, may require more than 40 hours per week to perform the essential duties of the position.
- Fine hand manipulation (keyboarding and register).

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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Retail store environment.
- The noise level in the work environment is usually moderate.

Short Order Cook Skill and Qualifications:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to use a computer.
- Good working knowledge of food preparation.
- Requires familiarity of kitchen equipment.
- Must be able to read and follow a recipe unsupervised
- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Must be able to work nights, weekends and some holidays.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

Education, Experience, and Licensing Requirements:

- High School diploma, GED or equivalent preferred.
- 0 to 2 years of related work experience.
- Familiarity with telephone, office, and point-of-sale software

Position: Short Order Cook

Reports to: General Manager

Typical Hours: PTE/FTE

Status: Hourly; Non-Exempt Status

Please email cover letter and resume to work@thecongregationdetroit.com and list position title and location in the subject line