

**Position:** Cook I  
**Department:** Culinary  
**Start Date:** 2015  
**Min. Contract Length:** 6 months

**Description:**

Responsible for the preparation and presentation of menu items as listed on the menus or Banquet event order sheets and plating instructions. Prepare salads, appetizers, sandwich fillings, and other cold dishes by performing the following duties. Follow direction of the Executive Chef, Chef de Cuisine and/or Sous Chefs in maintaining the highest standards of food quality, taste and production.

**Essential Functions:**

- Proceeds in preparation of all menu items in assigned area on a daily basis.
- Precisely follows portion control, presentation of food, consistency of food, flavour, doneness.
- Consults with Area/Sous Chef on forecasts, dining reservations, special functions and specials of the day and asks for specific duties to prepare items to specifications.
- Checks coolers for proper rotation of food items to prevent spoilage.
- Ensures adequate amount of product is on hand and lets supervisor know what to order.
- Prepare hot and cold food as specified in areas working in.
- Prepare food for breakfast / lunch / dinner as assigned.
- Maintain a clean, organized and sanitary work area following safety guidelines.
- Advise chef when food inventory is depleted.
- Must be able to understand and adjust recipes according to business levels.
- Maintain a working knowledge of properly storing, rotating and maintaining products.
- Must be able to maintain Servsafe and health department standards.
- Maintain comprehensive preparation and knife skills.
- Ability to check and complete mise en place and pars to set-up the station.
- Prepare and service all food items for a la carte and/or buffet menus according to hotel recipes and standards.
- Ensure production of food in a timely manner.
- Control proper usage and rotation of food.
- Ensure food quality and appearance is in accordance with standards.
- Alert Chef or direct supervisor to any food quality issues that could have an adverse effect on Broadmoor Resort culinary operations.
- Maintain walk-in coolers and food storage areas on a daily basis.
- Ensure work station and all equipment is clean and sanitized.
- Ensure outlined prep is completed in a timely manner.