



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Theodore's Cook

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

The cooks are responsible for preparing and cooking food to a high standard to provide our guests with a fine dining experience in Medora.

Essential Job Functions:

- Become familiar with the menu and proper procedures for preparing, cooking, and handling food items.
- Set up the food preparation line and the food serving line using the proper tools, equipment, and food placement.
- Adopt the correct procedures for opening and closing the kitchen.
- Follow proper opening, closing, and cleaning procedures in the kitchen.
- Follow portion control standards, cook food to customers request, and present with an attractive garnish.
- Assist the dishwashers and servers when possible and/or needed.
- Label, date, and rotate food items.
- Plan ahead to ensure that food items that need to be cooked are ready at the time of preparation.
- Properly put away all items, especially food items.
- Cover and chill left over food immediately to ensure that it is out of the food danger zone.
- Communicate with the Chef and Food Service Director to ensure properly timed catering food.
- Ensure the work environment is clean and sanitary.

Other Responsibilities:

- Other duties as assigned by the Food and Beverage Director and Executive Chef.

ADA Requirements

- Continuously
 - Standing
 - Grasping
 - Lifting 10 pounds or less
 - Carrying 10 pounds or less
 - Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
- Frequently

- Walking
- Repetitive use of hands and arms
- Lifting 11 to 25 pounds
- Occasionally
 - Bending Over
 - Reaching Overhead
 - Pushing or Pulling
 - Carrying 11 to 25 pounds
- Environmental Conditions
 - Frequently works in hot/heat inside.
 - Occasionally around chemicals.
 - Frequently around sharp objects or tools.
 - Occasionally around wet, slippery floors or surfaces.
 - Continuously working with others.

Qualifications and Education Requirements:

- Previous line cooking experience required.

Supervision:

- This is not a supervisory role.
- Reports to the Food and Beverage Director and Executive Chef.

**Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position. **