



Status: Hourly
Title: SLP Cook/Housekeeper
Department: Ranch
Reports to: Silver Lake Preserve Manager

Job Code:

Position Summary

The Silver Lake Preserve cook/housekeeper will be primarily responsible for maintaining food inventories, planning and preparing meals for lodge guests at the request of the Preserve Manager. Secondary responsibilities will include general housekeeping duties of the lodge as needed. The hours will flex and include weekdays, weekends and holidays.

Essential Job Functions:

- Conduct yourself in a safe workman-like manner. You are to be responsible to acquire, learn and practice all SOPs (safe operating procedures) and comply with these standards as well as safety regulations pertinent to the department, kitchen, equipment and job functions at all times.
- Plan menus and order/purchase food inventories to meet recipe requirement and/or specific employer meal requests.
- Prepare meals according to approved menu as directed by Preserve Manager. Prep and serve breakfast by 7:30 AM; lunch as needed; and dinner at 7:30 PM.
- Prep vegetables, meats and other products to ensure timely meal presentation.
- Clean and maintain kitchen cooking utensils and equipment.
- Serve meals to lodge guests.
- Some dietary restrictions of guests may need to be addressed.
- Prepare or order/purchase pastries and/or desserts to accompany meals.
- Ensure a variety of beverages is available.
- Perform all dining, kitchen and lodge housekeeping needs.
- Communicate all kitchen and housekeeping concerns, supply needs or maintenance issues to Preserve Manager immediately.

Education, Training and Experience

- High School Diploma or GED
- Food Handlers/Safety certification preferred
- Valid driver's license
- 1 year of line and/or prep cook experience required

Key Competencies

- Strong planning and organization skills to ensure that all dishes are ready to serve together



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Key Competencies (cont'd)

- Good verbal and written communications.
- Professional personal hygiene/presentation.
- Customer service orientation.
- Attention to detail.
- Demonstrates initiative, reliability and flexibility.
- Good working knowledge of kitchen equipment
- Able to follow directions, recipes and order adequate food items without excess waste.
- Knowledgeable on how to properly prepare food to avoid food-borne illnesses.

Physical Requirements

While performing the duties of this job, the individual will work in the kitchen, dining area and general lodge living areas within the facility. Physical strength is required to lift food inventories, stock shelves and lift pans and other food preparation items as well as general housekeeping equipment. Individual is regularly required to stand and walk for prolonged periods. The individual must be able to effectively communicate and hear. The staff member is occasionally required to bend, stoop and lift to shelving, cabinet storage spaces and cleaning of restrooms. Individual must be able to read recipes and ingredients and visually check on food preparation and dining service need. This position will occasional require lifting up to 30 pounds.