



# Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529

[www.klamoyacasino.com](http://www.klamoyacasino.com)

## KITCHEN ASSOCIATE COOK

<b>REPORTING TO:</b>	Kitchen Associate Lead or F&B Supervisor
<b>CLASSIFICATION:</b>	Non-Management, Hourly, Regular, Full-Time
<b>SECURITY CLEARANCE:</b>	<b>NON-GAMING</b>
<b>BENEFITS:</b>	Eligible employees (working 30 hours or more) to receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

### INTRODUCTION

Reporting to the Kitchen Associate Lead or F&B Supervisor, the Kitchen Associate Cook is responsible for the accurate and timely preparation of daily menu items. The cook is also responsible for maintaining a sanitary and orderly work area at all times in accordance with department requirements

### MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for the planning and preparation of selected menu items.
2. Adhere to all sanitary rules and regulations in the Food & Beverage Department.
3. Responsible for the cleanliness of work area during and after food preparation.
4. Create meals according to recipe and ensure the accuracy of the weights and measurements of ingredients.
5. Maintain a food log in order to reduce/increase servings.
6. Responsible for requesting required ingredients for meal preparation to the Executive Chef.
7. Responsible for maintaining selected menu items on line in the Buffet.
8. Assist with checking in stock and shelving in accordance with department procedures.
9. Perform all required job duties in a timely and efficient manner.
10. Cooperate fully with Food and Beverage team members to ensure a helpful working environment and maintain professionalism in both public view and in the kitchen area.
11. Responsible for assisting with food prep or cleaning duties during slow business periods of the shift.
12. Maintain departmental and organizational confidentiality.
13. Work as a team player and maintain a courteous and professional attitude at all times in order to insure a smooth and consistent level of efficient customer service.

### ADDITIONAL DUTIES:

- Adheres to Casino standards for guest service and confidentiality.
- Refers guest problems or complaints to appropriate supervisors according to Casino policies.
- Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately.
- Performs other job-related duties as directed.

### SUPERVISORY CONTROLS

The Kitchen Associate Cook works under the direct supervision of the Kitchen Associate Lead or F&B Supervisor, who provides general direction. Work is assigned in the terms of urgency and objectives. This position must be able to work independently, provide supervision to Cook staff and follow instructions.



# Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529

[www.klamoyacasino.com](http://www.klamoyacasino.com)

## KITCHEN ASSOCIATE COOK

### QUALIFICATIONS, EXPERIENCE, EDUCATION

- Ability to accurately measure and weigh ingredients.
- Ability to read and interpret written recipes, regulations, and instructions.
- Ability to read and interpret safety rules, operating and maintenance instructions and procedure manuals as related to the Food and Beverage department.
- Ability to work as a team member.
- Ability to communicate both verbally and in writing, in a clear and precise manner in order to convey information as well as obtain pertinent information.
- Ability to lift up to 50 lbs.
- Ability to stand for long periods of time.
- Knowledge of various cooking equipment and skilled in the application and use of equipment.
- Demonstrated knowledge and ability of cooking in large quantities.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.
- High School Diploma or equivalent. **PREFERRED**
- Non-Indians must be at least twenty-one (21) years of age. **REQUIRED**
- Enrolled Indians who are at least eighteen (18) years of age. **REQUIRED**
- Current Food Handler's certification, **REQUIRED**
- Six (6) months demonstrated experience working in restaurant kitchen setting, **REQUIRED**, one (1) year. **PREFERRED.**
- Must be reliable and dependable, **REQUIRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Good communication and interpersonal relationship skills. **REQUIRED**
- Must be able to pass Licensing by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Indian Preference will apply.