

# Tap-N-Pour LLC



## Job Description

**Job title:** Cook

**Work Location:** 18 West Main Street, Cuba, NY 14727

**Compensation:** \$16.50 per hour

**Reports to:** General Manager

**Full-time**  
**Part-time**

**Exempt**  
**X Nonexempt**

**Other**  
**Contractual**

### Essential Duties and Responsibilities:

Short order cook quickly and efficiently prepares food that is quick and easy to cook where the focus is on the fast service and simple meal and is able to handle multiple tasks simultaneously.

- Keep food trucks, countertops, tables, sinks and workspace areas clean following health department guidelines.
- Cooks food using various food cooking and prep equipment.
- Take orders, serve customer food to pick up area.
- Responsible for ordering and stocking kitchen and food supplies.
- Planning and managing work orders to ensure all items of an order are finished and served at the same time.
- Rotating food, labeling, and dating food in the coolers as required by the health department.
- Prepares ingredients ahead of time to speed up the food preparation process during business hours.
- Follows all health department guidelines for food safe handling.
- Monitors and keeps food temperature at prep and during service within acceptable range.
- Monitors and records refrigerator and freezer temperatures.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all company policies and procedures.

### Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).
- Must have A+ certification.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- High school diploma or GED required.
- Associate degree preferred.

### Physical Requirements:

- Ability to perform the essential job functions safely and successfully consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on telephone.

**Print Employee Name:**

**Employee signature:**

**Date:**