

# TOURISTS

**JOB TITLE:** Breakfast Cook

**EMPLOYMENT CLASSIFICATION:** Non-Exempt/Hourly - **Seasonal Full-Time**

**LOCATION:** North Adams, MA

## **Reporting Relationship**

Reports Directly to: Executive Chef

Collaborates with: Food & Beverage

Indirectly Reports to: Director, F&B and Events; General Manager

## **Job Description Summary**

TOURISTS' goal in all positions is to exceed expectations of our guests. The Kitchen staff contributes to that experience by providing service that includes, but is not limited to, planning, executing, or coordinating food service for multiple venues within the Property. The Kitchen staff interacts with the Food and Beverage team to ensure timely service and appropriate presentation. Other tasks may be assigned based on property needs. The Kitchen staff must develop and maintain the company's culture, values and reputation in the public eye, and with all staff, guests, vendors and partners.

## **Essential Functions**

- Food service preparation including stocking, basic knife work, butchering and preparing food for service.
- Cook and prepare breakfast for hotel guests using standardized recipes, while maintaining kitchen guidelines, policies, and procedures.
- Check in and out with Management at beginning and end of your shift
- Coordinate with the Food & Beverage Manager during breakfast service to keep food production running efficiently and on time.
- Communicate with the Chef or F&B manager with any menu updates or special needs for the guests for the day.
- Comply with food safety regulations.
- Ensure excellent food presentation
- Prepare for breakfast service using the Room Service Breakfast Order Totals spreadsheet as a guide for production and quantity needs and time of order fulfillment.
- Work closely with the Chef on weekly planning of production.
- In conjunction with the Chef's oversight, delegate prep work to dishwasher/prep cook.
- When on-site at the Hotel, it is required that all staff are well mannered, well-spoken and appropriately dressed at all times.
- Maintain positive and professional external and interpersonal communications with guests and other hotel staff.
- Maintain a high level of cleanliness and safety in work areas
- Ensure that all equipment is maintained in good, safe working condition and let management know if anything needs to be fixed.
- Assist with washing dishes as needed.
- Keep abreast of and comply with safety and emergency procedures and OSHA requirements
- Attend relevant meetings
- Any and all other duties as assigned by management

**Additional Essential Functions and Accountabilities**

1. Have knowledge of seasonal and local ingredient availability and trends.
2. Properly account for tools, equipment and materials
3. On-going professional development and understanding of evolving needs of the industry

**Education & Experience**

1. High School diploma or general education degree (GED) or relevant trade school training
2. Three to Four years related experience in commercial kitchen setting

**Competencies**

1. Ability to utilize terminology of a commercial kitchen
2. Demonstrated abilities in portion control, knife skills, plating, execution of recipe
3. Ability to multi-task in a fast-paced meal service period
4. Must be able to speak, read, write and understand the primary language(s) of the workplace
5. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

**Working Conditions/Environment**

1. Position requires ability to adhere to rotating shift schedule (1<sup>st</sup>, & 2<sup>nd</sup> shift) and changes to days off
2. Kitchen staff will work in multiple environments within the property, some of which are restrictive in size
3. The noise level in the work environment is usually moderate
4. The person in this position may have to lift up to fifty (50) pounds on a daily basis; anything over fifty (50) pounds is considered a minimum two (2) person lift
5. The person in this position may have to stand and/or walk, push, kneel, bend, balance, squat, reach and stretch for eight (8) hours per day
6. Position is responsible for handling heavy containers of hot food and liquids and engaging with hot ovens, grills and stovetops.
7. This position requires exposure to the climate variations of a commercial kitchen environment

The work environment characteristics described herein are representative of those an employee typically encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction

of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

