



Lead Cook

Job Description

JOB DESCRIPTION

The Lead Cook reports directly to the Executive Chef/Food & Beverage Director and is primarily responsible for overseeing our daily breakfast service at all three hotels, and helping manage our breakfast cooks & attendants. Additional duties include assisting the Executive Chef in prepping and cooking menu items for The View and Vintage Room as well as Banquets and other Food & Beverage functions as needed.

This position is also responsible for guest satisfaction with a goal of each guest getting exactly what they want in a very friendly and genuine manner. Complete guest satisfaction is the single most important function. It takes priority over all other daily duties. Therefore, whenever you can be of any help to a guest, be sure to offer your assistance graciously and in a timely manner, making them feel welcome.

RESPONSIBILITIES

Reporting to the Bar Manager or Food & Beverage Director, responsibilities and essential job functions include, but are not limited to:

- Manage daily breakfast service and breakfast cooks/attendants;
- Help train, mentor and motivate all breakfast cooks/attendants;
- Prepare, cook & restock breakfast buffets & trayed breakfasts for hotel guests;
- Work with Food & Beverage Director to strive to improve breakfast products & service;
- Ensure cleanliness of all breakfast service and kitchen areas;
- Manage breakfast item inventories and restocking;
- Notify F&B Director when items need to be ordered, handle ordering on the director's days off;
- Assist in Vintage Room & The View food prep, ensuring items are restocked on director's days off;
- Assist in banquet prep & service;
- Washing and cleaning the kitchen. plates, utensils, and cooking wares and storing the equipment during and at the end of service;
- Ensuring that the kitchen operation procedures and hygiene meet food safety standards and regulations;

REQUIREMENTS

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace;
- Must be able to read and write to facilitate the communication process;
- Requires good communication skills, both verbal and written;
- Must possess basic computational ability;
- Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environmental systems;
- Must be able to stand and exert well-paced mobility for up to 8 hours in length;
- Must be able to lift up to 50 lbs. on an occasional basis;
- Must be able to push and pull carts and equipment weighing up to 250 lbs. on an occasional basis;

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- Must be able to bend, stoop, kneel, squat and stretch to fulfill cleaning and stocking tasks;
- Must be able to exert well-paced ability to reach different floors of the hotel on a timely basis;
- Requires grasping, writing, typing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity;
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and other employees;
- Vision occurs continuously with the most common visual functions being those of near vision and depth perception;
- Requires manual dexterity to use and operate all necessary equipment;

QUALIFICATION STANDARDS

- Minimum 3-years experience working in the hospitality industry;
- Serv-Safe Certifications preferred but not required;
- Excellent communication and organizational skills;
- Ability to work well under pressure in a fast paced environment;
- Ability to work cohesively with fellow colleagues as part of a team;
- Ability to focus attention on guest needs, remaining calm and courteous at all times.

Lord Camden Inn, Grand Harbor Inn & 16 Bay View are an Equal Opportunity Employer (EOE).