

# PARAGON CASINO RESORT

## Job Description

### ADR/BUFFET COOK 2

<b>Department:</b>	<b>Food &amp; Beverage</b>	<b>Reports to:</b>	<b>Banquet Chef</b>
<b>Job Code:</b>	<b>CK02</b>	<b>License:</b>	<b>Non-Gaming</b>
<b>Position Code:</b>	<b>CK0038</b>	<b>Costing:</b>	<b>300 3000 3002</b>
<b>Pay Grade:</b>	<b>N4</b>	<b>Date:</b>	<b>06/12/13</b>
<b>EEO-1 Code:</b>	<b>9</b>		

#### **SUMMARY:**

Responsible for the preparation, production, or displaying of all foods in an assigned area during a scheduled shift, ensuring the efficiency of the kitchen operation on a scheduled shift is completed in accordance with Paragon Casino specifications and standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for preparing, seasoning, finishing, or garnishing all food in the kitchen preparation in accordance with established recipes.
- Performs as a team member with all front and back of the house associates and pertinent casino associates, in producing a smoothly and efficiently run operation on a scheduled shift.
- Provides excellent service to Guests while assisting in their food selections, answers questions about preparation and ingredients.
- Works assigned position, which may include prep, production or a display station.
- Follows all recipes and control procedures.
- Prepares or displays food to company specifications.
- Responsible for maintaining a clean and sanitary work area at all times in full accordance with State Health Regulations.

#### ***Paragon Casino Resort requires all Associates to consistently:***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

**REQUISITE QUALIFICATIONS:**

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) and one to two years experience as a cook's apprentice in a large, full service hotel or restaurant preferred.

**Qualifications:** Strong interpersonal and communicational skills required.

**Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to work with mathematical concepts such as addition, subtraction and multiplication tables.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to use hands to finger, handle or feel objects, reach with hands and arms; and talk or hear. The Associate frequently is required to stand and walk.

The Associate is frequently required to lift up to twenty-five (25) pounds and occasionally required to lift up to fifty (50) lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Associate regularly works around mechanical moving parts.

The noise level in the work environment is usually moderate.