

PARAGON CASINO RESORT

Job Description

ASSOCIATE RESTAURANT LEAD LINE COOK

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| Department: | Food & Beverage | Reports to: | ADR Shift Supervisor |
| Job Code: | LF02 | License: | Non-Gaming |
| Position Code: | LF004 | Costing: | 300 3000 3002 |
| Pay Grade: | N5 | Date: | 11/7/19 |
| EEO-1 Code: | 9 | | |

SUMMARY:

Responsible for the supervision and coordination of all food production in accordance with Paragon Casino Resort standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists and is fully responsible for supervising, preparing, portioning, and garnishing of all foods.
- Responsible for maintaining standards of health, safety and sanitation.
- Serves and prepares food as specified by management.
- Follows all recipes and control procedures.
- Maintains thorough knowledge of proper food storage and handling and supervises adherence.
- Assists in all areas of food production as needed.
- Ensures all products are labeled, dated, and rotated accordingly.
- Maintains organization and cleanliness in prep/raw cooler and dry storage areas.
- Maintains correct control temperature on all items and proper cooling procedures.
- Is crossed trained in multiple ADR responsibilities including cashier and dishwashing.
- Assists in Associate counseling and training.
- Responsible for maintaining a clean and sanitary area at all times in full accordance with State Health Regulations.
- Performs other non-gaming duties as assigned.

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) required. Minimum of two (2) years previous experience as a cook in a full-service restaurant or hotel. Previous supervisory experience preferred. Experience with food & beverage product ordering a plus.

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. Ability to speak effectively before groups of guests or Associates of the organization.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

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.