



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Cook

Position Title: Cook
Contract Term: 12-month position
Accountable To: Comptroller
Salary: \$38,354/yr

Summary of Position: Responsible for preparing and cooking a variety of foods that require both planned and short preparation time. Taking orders from customers and serving patrons at the counter.

JOB CHARACTERISTICS:

Nature of Work: Assists in maintaining high standards in all areas of safety, security and sanitation. Follows up on all maintenance, cleaning and necessary repairs. Provides meals and daily specials.

Personal Contacts: The Cook is responsible for being part of a cohesive team within the kitchen and providing customer service to patrons.

Supervision Received: The Cook will be supervised by the Comptroller.

Essential Functions: Adheres to all regulations related to food preparation and serving. Understands importance of freshness of product, proper handling and storage of food, proper use of techniques and cooking procedures, taste, portion size and presentation.

RESPONSIBILITIES:

- Requisitions food/drinks and supplies. Determines delivery dates of food and supplies to meet daily menu requirements. Receives and stores food and supplies.
- Maintains food inventory control systems:
 - Monitors incoming supplies for quality and quantity
 - Notes food surpluses
 - Insures stock rotation
- Prepares quotes for meals and special events.
- Work together as part of kitchen team
- Ensures the strict adherence to Public Health standards of quality for food served to include:
 - Freshness of product
 - Proper handling and storage
 - Proper use of techniques and cooking procedures
 - Sanitation standards
- Maintain a clean and safe work area, including handling utensils, equipment and dishes.
- Operate kitchen equipment such as broilers, ovens, grills and fryers.
- Ability to operate kitchen equipment safely.
- Supervises all kitchen staff, prepares work schedules for all kitchen staff including college work study students.
- Keeps menu and pricing up to date in the Toast Ap.



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- Performs other position related duties as required.

JOB REQUIREMENTS:

Knowledge:

- Knowledge of standards of food preparation, serving and kitchen procedures.
- Must be able to perform duties of all kitchen positions.
- Knowledge of safety procedures, including safe temperatures at which ingredients must be kept and to which food must be prepared to avoid foodborne illness.

Skills:

- Experience in food preparation and cooking.
- Calm demeanor to work in high stress situations.

Abilities:

- Ability to cook for large groups or special events, while maintaining regular café service for customers.
- Work well with others.
- May require working occasional evenings or weekends for special events.

Physical Demands:

- Must be able to stand for extended periods of time.
- Ability to lift and unload food and supplies up to 50 lbs.

REQUIRED QUALIFICATIONS:

- High school diploma or GED.
- 3-5 years' experience as a cook in a restaurant or short order setting.

PREFERRED QUALIFICATIONS:

- Vocational or technical school diploma.
- Experience in a similar position.