



2700 Orchard Hwy.  
Manistee, MI 49660

### JOB POSTING 25-1423

JOB TITLE	Cook I	DEPARTMENT	Food & Beverage
SUPERVISOR	Sous Chef	JOB GRADE	LR13H \$20.26
SUPERVISORY RESPONSIBILITIES	None		
STATUS	2 Full Time Seasonal		
EXEMPTION	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	REVISION DATE	11/16/2023

*Indian Preference is applicable in accordance with Ordinance #15-600-02*

#### SUMMARY:

Provides culinary support to the Executive Chef and Sous Chef. Responsible for preparation of hot and cold foods to specified standards. Works the line in stations.

Assist and do what you and your department can to create a fun, exciting entertainment experience for our guests and engaging, inclusive, supportive work environment for our team members.

#### MINIMUM NECESSARY QUALIFICATIONS:

##### Education:

- None

##### Experience:

- 3 months experience of cooking and food preparation in a food operation
- Intermediate kitchen production knowledge, equipment use knowledge, and cooking methodology knowledge
- Must obtain ServSafe Certification within 90-days and maintain throughout employment
- Experience working with a Tribally run casino and/or resort preferred

##### Age Requirement:

- At least 18 years of age

#### SKILLS AND ABILITIES:

- Basic organizational, written, and verbal communication skills
- Basic problem-solving skills
- Guest service, interpersonal and teamwork skills necessary to maintain quality service delivery
- Accurate and detail-oriented
- Maintain high confidentiality
- Independently manage multiple tasks in a professional manner
- Ability to work independently with minimum supervision
- Ability to work cooperatively with all departments
- Ability to manage extensive amounts of paperwork
- Ability to operate most office equipment (computer, fax, copier, etc)
- Ability to communicate calmly and effectively in high stress situations
- Basic mathematical skills as needed to plan food preparation

## **CONDITIONS OF EMPLOYMENT:**

Conditions of employment with Little River Casino Resort include passing a pre-employment drug test excluding marijuana, passing Resorts background check to meet the employment eligibility requirements as they pertain to the position and successfully completing a 90-day introductory period.

Individual must not have been charged or released from employment or involved with anything which could be considered a liability to the Resort, e.g. harassment, theft, violence, or integrity issues.

## **Knowledge, Competences, and Talents:**

- Accountable - Accept responsibility and account for actions
- Communication – Clearly, concisely, and professionally use verbal and written skills with guests, team members, management team and vendors
- Guest Orientation - Establishes and maintains long-term guest relationships, building trust and respect by consistently meeting and exceeding expectations in a professional and ethical manner
- Confidential - Will maintain and abide to the highest standards of confidentiality pertaining to team member, department, LRCR, and guest information
- Detail Oriented – Ability to pay attention to the minute details of a given project or task
- Diversity – Work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type
- Emotional Intelligence - Able to keep your emotional intelligence skills present and accessible, including thought and emotion control, emotional barriers, a flexible mindset and be conscious of and in alignment with the organization's core values
- Empathetic – Appreciates and sensitive to the feelings of others
- Ethical - Demonstrates conduct conforming to the highest-level set of values and accepted standards
- Interpersonal skills - Able to work effectively with guests, team members, management team, and vendors
- Judgment - Makes well-reasoned and timely decisions based on careful, objective review and informed data
- Organized – Possesses the trait of being organized and follows a systematic method of performing a task
- Policies & Procedures - Demonstrates thorough, accurate, working knowledge and supportive attitude of all organizational policies, procedures, guidelines, and systems
- Professional Attitude – Value, motivate and appreciate each individual you interact with in your office, your department(s), the Casino, the community and all of our guests
- Reliable – Is dependable and trustworthy
- Respectful and Honest / Acts with Integrity - Is truthful and credible in the workplace with team members, management team, guests, and vendors

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supports Lead Cooks, Sous Chefs and Supervisors in kitchen production.
- Ensures the protection, proper use, and maintenance of Little River Casino Resort assets.
- Preps and cooks for all food outlets.
- Responsible for preparing menu items in short order or in quantities.
- Responsible for reading/recording temperatures, following recipes, including weighing, and measuring of ingredients.
- Operates all cooking equipment including knife skills, basic grilling, frying, and sauté skills.
- Responsible for quality and presentation standards of basic soups, sauces, entrees, determination of proper cooking methods for different food items and provide quality assurance.
- Responsible for preps according to par levels.
- Checks and ensures food is adequately prepared for cooking and serving.
- Responsible for preparing salads, vegetables, fruits, sauces, gravies, meats, and assists in baking.
- Stocks, cleans, and organizes food service areas.

- Properly store food and supplies according to SERV safe guidelines.
- Works banquets when business needed.
- Must satisfactorily complete all training assigned by the Resort and the F&B department.
- Must adhere to the safety rules and regulations of the Little River Casino Resort and of the Food & Beverage department.
- Must be aware of and adhere to the emergency and evacuation procedures.
- Must be aware of and adhere to the Resorts Health & Safety Program.
- Other duties as assigned.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the team member may be required to frequently stand, walk, sit, bend, twist, talk, hear, and perform repetitive motions. Must be able to perform repetitive hand and wrist motions. The team member must occasionally be able to push, pull, grasp, lift and/or move up to 50 pounds. Any lifting and/or moving over 50 pounds needs to be done in a team lift. Specific vision abilities required by this job include reading, document, computer, distance, and color vision. Talking and hearing are essential to communicate with team members, vendors, and guests in individual, department, small and/or large group meetings. Communication in face-to-face discussions, telephone, emails, and other electronic ways required.

**WORKING ENVIRONMENT:**

A working environment is the setting, social features, and physical conditions in which a job is performed. The general working environment for the Resort is office, gaming floor, food outlet, hotel and convention/entertainment center including flashing lights, frequent loud noises, and a smoke-filled environment. Must be flexible with work schedule for any hours and/or shift, as assigned, according to business needs. Occasional overtime required. Occasionally must deal with angry or hostile individuals. Must be able to hear and speak with team members, vendors, and guests. High volume direct public contact.

**DISCLAIMER OF EMPLOYMENT:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job description. It shall govern all positions as defined in the Team Member Handbook. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

All Little River Casino Resort Team Members are responsible to ensure they are in compliance with Little River Casino Resort Policies and Tribal Gaming Regulations.

**ACKNOWLEDGMENT:**

I have reviewed the content and description of the above listed position and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

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Team Member Name Sign & Print

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Date

**POSTED: 01/21/2025**

**REMOVE: Until Filled**