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Employee Name (Please Print)

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Date

**Pine Mountain Club POA  
Job Description**

Job Title: Cook/Deep Clean (Back of the House)  
Department: Condor Café  
FLSA: Non-Exempt  
Reports to: Food & Beverage Manager  
Approved by: General Manager  
Approved Date: 2018-11

**SUMMARY:**

Primary responsibility is to prepare food for the Condor Café. Preparing breakfast, lunch and dinner. Also performs deep cleaning as scheduled.

**WORK HOURS**

Position may be seasonal, temporary, part time, on call and/or full time depending on the status change form. Weekends and holidays are required. Employee may be required to work overtime hours as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Other duties may be assigned.

- Prepares and cooks foodstuffs in quantities according to menu and number of persons to be served.
- Opens or closes as shift requires.
- Kitchen clean-up and next shift/day ready.
- Deep clean as scheduled according to Deep Cleaning Tasks sheet attached to job description.
- Assists in inventory control.
- Report any hazards or potential hazards immediately.
- Maintains satisfactory attendance record.
- Perform any and all other tasks as requested by Management.

**SUPERVISORY RESPONSIBILITIES**

None

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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); 2 years related experience and/or training; or the equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to speak effectively before groups of employees or instructions, and procedural manuals. Ability to speak effectively before groups of employees or members of organization. Ability to respond to common inquiries or complaints from customers, regulatory agencies, members of the business community and members of the Association.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, and percent.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of instructions furnished in written, oral, diagram or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must maintain a current California Driver’s License and good driving record.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee 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 employee is regularly required to talk or hear. The employee is required to stand; walk; sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is required to lift and/or move up to 100 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 employee is frequently exposed to hot surfaces, hot liquid and solids. The employee is frequently exposed to sharp tools, knives and motorized equipment. The noise level in this work environment is usually moderate.

**TOOLS & EQUIPMENT USED**

Stove, deep fryer, mixing devices, knives, dishwasher, and other kitchen equipment. Broom, mop and other cleaning equipment.

Employee Initials \_\_\_\_\_

Dept Manager Initials \_\_\_\_\_

## **EQUAL OPPORTUNITY EMPLOYER**

It is PMCPOA's policy to maintain equal opportunities for all employees. PMCPOA does not unlawfully discriminate on the basis of sex (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, race, religion (including religious dress and grooming practices), color, gender (including gender identity, gender expression and transgender), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

### **Deep Cleaning Tasks**

1. Pull out and sweep under all refrigerators and vacuum the condensers.
2. Clean with bleach water, all walls, light switches, door handles and areas, and corner areas for fingerprints and smudges.
3. Wipe down shelving and be sure that crumbs and loose food is cleaned up, Sweep out and straighten the walk-in for new shipment.
4. Remove grease from the grease traps.
5. Half fill the old bus tub with 1 capful of Greased Lightening and hot water. Put the burner grates into the solution and let soak.
6. Drain the deep fryer, fill with water and put in one envelope of "Boil Out". Turn it on high to bring to a boil, and as it starts to simmer, turn down to ~250°. Allow to simmer for about an hour. **If you do not turn the temperature down, it will overflow!!!**
7. Scrape the burner grates, rinse them, and put them through the dish machine. Clean the stove surfaces, scrape the burners (or burn them off) and reassemble the stove.
8. Using the old pickle bucket that is stored in the chemical closet, soak grill grates in hot water and two (2) capfuls of Greased Lightening. It will take about 30 minutes, then turn them and leave for another 10 minutes. While they are soaking, scrape and clean the broiler (grill). Remove any aluminum and replace, scrape the burner covers and remove any debris. Scrape the soaking grates, spray them off and reassemble onto the cleaned grill (broiler).
9. Drain the deep fryer and pour the chemical water down the drain, through a strainer. Fill the fryer with water and scrub out thoroughly. Rinse carefully, checking the drain for grease and crumbs (use a metal rod with a towel to assure that there is no chemical or old food inside.) Dry everything carefully. Reassemble and add fresh oil.
10. Clean the walls, pipes, and floors behind the stove, deep fryer, broiler, and prep tables. Put a towel in the bottom of the sink and hose off the vent screens. Dry them off and put them through the dish machine. Let them sit to drain and dry while you clean out the dish machine.
11. Scrub the oil trough on the hood, drain the reservoir. Reassemble and polish the hood.
12. Sweep and mop the floors, then push the equipment back into place.

Employee Initials \_\_\_\_\_

Dept Manager Initials \_\_\_\_\_

13. Replace the foil liners and clean the front, tops, and insides of the stove – including the ovens.
14. Put new foil on shelves under counters. Organize pots and pans.
15. Pull out the sandwich station, toaster cart and prep table. Sweep and mop the floor. Wash the walls. Wipe down the edges of the equipment as build up grease and food is collected here.
16. Move the dish machine soaps and sweep and mop. Push all equipment back and plug in all electrical cords.
17. Clean the sink area, floors, under sinks, counter, etc.
18. Organize the back, be sure dishes are in order, shelves are in order, and wipe down as you go. Food collects over the week. Be sure it is done weekly!
19. Throw away any cardboard or trash in the “Hole”. Sweep the floors, wipe down wall surfaces (around switches and door knobs) as needed. Check that mouse traps are set and loaded.
20. Clean the floors in service area. Wipe walls and the soda fountain machine. Wipe down CO2 tanks and hoses attached. Clean under the table that holds the coffee machines and the soda fountain.
21. Clean back prep table and shelf underneath.
22. Make sure that the Condor Café walls and windows are wiped clean.
23. Wipe down the freezers in the hallway and wipe down the door handles, light switches with bleach water.
24. Clean out and wipe Down Bottom Shelves of Refrigerators.
25. Clean Bread Cart and Warming Drawer.
26. Replace all cleaning supplies and chemicals in a neat and orderly fashion.
25. Clean Out Microwave. In and Out!

If you are doing this weekly, the tasks will be a breeze. Let’s make it shine!

**EMPLOYMENT AT WILL**

California is an “at will”; employment state, meaning that an employer or employee may terminate the employment relationship at any time.

Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

By signing below, I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

Employee Initials \_\_\_\_\_

Dept Manager Initials \_\_\_\_\_