



Job Description

Position Title: Swing Cook

Effective: 1/9/2025

Reports to: Shift Supervisor, Kitchen Manager, Food Service Director

Supervises: Kitchen Dishwasher/Utility

Work Schedule: Night, weekend, and holiday work will be required. This position will cover both opening and closing shifts during the work week.

Status: Hourly; Non-Exempt; Full-time; Year-round

Essential Functions:

Prepare and cook nutritious meals; maintain a clean working environment.

Essential Duties:

The essential duties are as follows:

- Work as scheduled for first or second shift meal prep.
- Responsible for all aspects of food prep, presentation, and line maintenance before, during, and after meals.
- Maintain adequate food amounts on hot/cold lines; follow guidelines as directed by their supervisor.
- Prep of scheduled ordered refreshment breaks per the function sheet.
- Maintain high standards of cleanliness.
- Maintain and implement North Carolina health codes.
- Must be able to work well in cooperation with others; assist others, as needed
- Other duties as assigned.

Competencies:

- Ability to work well independently and under pressure to meet deadlines.
- Ability to communicate effectively.
- Ability to plan and prepare for assigned tasks.
- Ability to follow directions and work cooperatively with others. Teamwork is essential.

- Exhibit fine attention to detail.
- Ability to use critical thinking and resources to solve problems.
- Ability to maintain a high level of integrity and professionalism.
- Ability to be courteous and enthusiastic, and present a neat, pleasant and professional appearance.
- Ability to set an example of a positive work ethic and attitude.
- Ability to present food with excellence.

Requirements:

- *Education:* High school graduate or equivalent.
- *Experience:* At least one year of service in the food service industry.
- *Physical Requirements:* Must be able to stand for long periods of time; must be able to lift 40 lb.
- Has a valid driver's license and acceptable driving record.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____