



Job Title: Breakfast Cook
Department: Housekeeping
Reports To: General Manager and/or Operations Manager

SUMMARY of POSITION

The Breakfast Cook prepares meals in accordance with standards in specified recipes, maintains kitchen cleanliness standards, and assists with food inventory. It is the also the breakfast cooks responsibility to set up the buffet, keep food items stocked, and close down the breakfast. Additionally, this role interacts with guests as they attend to the buffet. You will assure the highest possible level of guest satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares and cooks food for daily breakfast service. Ensure all foods are cooked properly and hot foods are served hot, cold foods served cold.
- Greet and welcome all guests in the breakfast area
- Be attentive to guest's needs
- Perform department/outlet opening or closing duties as required. Ensure that breakfast is available on time and maintained throughout breakfast serving hours.
- Be prepared to answer guest questions regarding ingredients and how an item is prepared
- Stores food and beverage products, inventory and equipment safely and properly
- Replenishes supplies based on business forecasts in a timely and efficient manner and informs supervisor of low inventory items
- Assists in receiving items and taking inventory as required
- Monitors and controls food supplies to minimize waste
- Clears and cleans tables promptly and efficiently. Keeps guest areas and food and beverage production areas clean and orderly throughout shift
- Cleans and/or wipes down tables, chairs, walls, windows, mirrors, and floors as necessary
- communicates and collaborates with team and other departments to provide and receive insight about guest needs, requests, and complaints
- Responds appropriately to guest complaints and implements appropriate service recovery guidelines in order to ensure total guest satisfaction
- Regularly seek and use guest feedback to ensure that special needs and requests are fulfilled
- Ensures food handling and storage meets federal/state/local health requirements
- Alerts supervisor of any health or safety issues
- May assist with other duties as assigned

QUALIFICATIONS and/or EXPERIENCE

- o 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 persons with disabilities to perform the essential functions of this position.

PHYSICAL REQUIREMENTS

- o Flexible hours sometimes required.
- o Frequently standing up and moving about the facility
- o Frequently handling objects and equipment to maintain the facility



- o Frequently bending, stooping, and kneeling
- o Carrying or lifting items weighing up to 50 pounds
- o Handling food objects; plates, trays, glasses, etc.

EDUCATION and/or EXPERIENCE

- o No prior training or experience required.
- o Food service permit or valid health/food handler card as required by local or state government agency

LANGUAGE SKILLS

- o Ability to read, write and speak basic English.

MATHEMATICAL SKILLS

- o Ability to add and subtract two digit numbers and multiply and divide with 10's and 100's.

ACKNOWLEDGEMENT:

I have received a copy of this Job Description and I acknowledge my responsibility to review and understand its contents.

Signature

Date