

**Position Title:** Cook

**Job Location:** Boughton Ridge Golf Course

**Start Date:** TBD

**Reports to:** James Walk, Executive Chef

**Send Applications to:** [jwalk@bolingbrookparks.org](mailto:jwalk@bolingbrookparks.org)

### **Job Description**

#### **Position Summary**

Prepares food in accordance with Company recipes and standards.

#### **Essential Duties and Responsibilities**

- Prepare and serve all required food items in accordance with established portions and presentation standards.
- Set up service units and prep cook station with needed items. Maintain and break down as appropriate.
- Ensure that assigned work areas and equipment are clean and sanitary according to Company standards and state and local health and safety regulations.
- Maintain security and safety in the kitchen according to Company policy.
- Maintain neat professional appearance and observes personal cleanliness rules and sanitation standards at all times.
- Requisition items needed to produce menu items.
- Cover, date and neatly store all leftover products that are re-usable.
- Perform other duties as appropriate.

#### **Education/Qualifications/Certifications**

- Must obtain and maintain Food Handler Certificate and related certificates as required by state or local ordinance.
- High school required.
- 1 year culinary experience preferred, preferably in a full service operation.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

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### **Position Physical Requirements**

Must have the ability to:

- Read and write (English)
- Communicate verbally with staff members and/or customers
- Follow verbal and written instructions
- Visually inspect all work areas
- Operate equipment for several hours at a time
- Perform mathematical calculations involving fractions, decimals, and percentages
- Retrieve, read and interpret information from technical sources
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 100 lbs occasionally, 50 lbs frequently, and 20 lbs constantly

### **Supervises**

None

### **Working Conditions**

Work hours may include days and evenings on weekdays and weekends. Work primarily indoors in a restaurant/lounge environment, with some outdoor work involving patio, and on-course service. Will be exposed to sharp utensils, extremely hot stoves and grills, sharp and rapid equipment movements, hot food, potentially dangerous chemicals and solvents on a daily basis. May be exposed, from time to time, to inclement weather, potentially dangerous pesticides, herbicides, fertilizers, equipment movement hazards, and misdirected golf balls. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed at all times.

### **Machine/Equipment/Tools Used**

Kitchen equipment, pots and pans, utensils

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