

NORTH COUNTRY COMMUNITY COLLEGE ASSOCIATION

POSITION DESCRIPTION

LEAD PRODUCTION COOK

Position Summary:

The emphasis of this position is to provide food preparation, batch cooking and recipe compliance throughout a daily shift. The key components of the position are to follow a daily production schedule, interpret a recipe based on forecasted sales, properly execute food production, have menu items available as needed, follow proper sanitation procedures, and assist with maintaining kitchen cleanliness. This position reports to the Chef Manager and the Executive Director.

Job Requirements:

- Minimum of 6 months experience in a food production facility, such as a hospital, restaurant, campus dining or related environment,
- Experience producing menu items from scratch following a standardized recipe,
- Documented ability to multi-task and work in an environment requiring handling a variety of different tasks,
- Demonstrated ability to use a variety of kitchen equipment, such as a slicer, convection oven, gas fryer, range top and charbroiler,
- Demonstrated knowledge of basic food safety and sanitation practices and procedures,
- Ability to work with others in a busy, fast-paced environment,
- Professional appearance and manner is required.

Job Assignments:

- Provide excellent customer service,
- Follow a daily production schedule,
- Follow a recipe consistently,
- Batch cooking,
- Scratch cooking,
- Fill out food temperature recordings every 2 hours,
- Present legible and presentable documents to management,
- Use required kitchen equipment properly and actively participate in equipment maintenance and cleanliness.

Hours & Compensation:

- Hourly position.
- 40+ hours per week.
- Compensation is based on training and experience - \$20-\$23/hr..

Contact & Application Information:

Robert Rathbun, Executive Director
North Country Community College Association
518-354-5169
rrathbun@nccc.edu