

Baraga Property
16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4120
Fax: 906-353-8786



Marquette Property
105 Acre Trail
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-4401

Human Resource Office

OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Line Cook

DEPARTMENT: Food and Beverage

LOCATION: Baraga

SUPERVISOR: Executive Chef

WAGE: Grade 7
(Min: \$13.00/hr.+ tips)
Part-time

CLOSING DATE: 03-04-2020

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

TO APPLY, PLEASE COMPLETE A KBIC ENTERPRISE APPLICATION AND SUBMIT IT TO:

(Applications may be obtained on the Ojibwa Casino website or from Human Resources)

You may email to hr@ojibwacasino.com **OR**

16449 MICHIGAN AVENUE
BARAGA, MI 49908
FAX: 906-353-8786

OR

105 ACRE TRAIL
MARQUETTE, MI 49855
FAX: 906-249-9610

POSITION SUMMARY: This position is responsible for preparing food in an exciting food and beverage environment that attracts and retains gaming guests while contributing to the operating success of the Ojibwa Casino. Strong customer focus is crucial. This position prepares food offerings for our guests. This non-exempt position works various shifts as assigned to include nights, weekends and holidays.

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma or GED required with a minimum of one (1) year of commercial cooking experience.
2. Must have basic knowledge of kitchen operations and kitchen/work-area sanitation and maintenance techniques.
3. Must have demonstrated knowledge of the First In First Out (FIFO) food rotation system.
4. Must possess excellent interpersonal, communication, customer service, and problem solving skills with the ability to communicate in a clear, concise and tactful manner.
5. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and mature judgment.
6. Must maintain composure under pressure.
7. Must be physically mobile and have the ability to stand for long periods of time.

8. Must be able to work schedule as assigned to include nights, weekends and holidays.
9. Must be ServSafe certified or obtain certificate within first 90 days of employment.
10. Must be willing and able to obtain additional education and training as needed.

DUTIES AND RESPONSIBILITIES:

- Processes food orders in an efficient and timely manner.
- Performs proper receiving, thawing, storage, proportioning, prep area sanitation, heating, cooking, holding, and re-heating product (including sauces, soups, salad bar items, lunch, dinner, and produce.).
- Demonstrates proper use of dry and liquid measure and scales.
- Stores foods in designated areas, utilizing knowledge of temperature requirements and food spoilage.
- Works with the Executive Chef to ensure that all recipes and plate presentations are consistent with set standards.
- Restocks prep area, cooking line, coolers and related areas as required.
- Must comply with Employee Health & Personal Hygiene Procedures.
- Cleans work areas, kitchen equipment, utensils, removes garbage, sweeps and mops work station.
- Cleans and maintains all food contact surfaces.
- Serves our guests and other staff members in a friendly, helpful and courteous manner.
- Addresses customer concerns to ensure that expectations have been met or exceeded.
- Maintains a neat, clean, organized, comfortable and safe work environment.
- Ensures that all service equipment is handled safely and with reasonable care, reporting mechanical problems to maintenance for repair.
- Communicates with supervisor and team members clearly and concisely.
- Performs all other job related duties as assigned by their manager.

PHYSICAL REQUIREMENTS:

1. Must be physically mobile and have the ability to stand for long periods of time, walk continuously and sit, bend/stoop, carry and lift up to fifty (50) pounds.
2. Must be able to tolerate varying levels of noise, dust and/or smoke
3. Must pass a pre-employment background check, physical and drug screen. *Employees handling food will be required to have a pre-employment and annual TB Skin Test.*

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.