

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: Prep Cook

DEPARTMENT: Food and Beverage

LOCATION: Marquette

SUPERVISOR: Executive Chef

WAGE: Grade 5 Min: \$13.00/hr
Part time / Non-Exempt

CLOSING DATE: Open Continuous

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:

Human Resources Department – HR@OJIBWACASINO.COM

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 ensuring all health and safety standards are met while preparing all raw food and ingredients for the line cooks and chefs who assemble and finalize food served to customers in a tasty and visually appealing manner. This position works swing shifts as assigned to include nights, weekends and holidays.

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma or GED or Certificate of Completion is preferred.
2. Prior experience preparing food for the public is required.
3. Must be at least 18 years old.
4. Must be willing to work as scheduled including nights, weekends and holidays.
5. Good communicational skills, strong customer relations focus is crucial.
6. Previous restaurant experience preferred.
7. Must be willing to learn new techniques and attend training as required.
8. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect.

DUTIES AND RESPONSIBILITIES:

- Receives deliveries and stores food in refrigerators and freezers.
- Rotates stock in containers to maintain freshness.
- Cleans food preparation areas and removes garbage from the kitchen.
- Makes lists of items that need to be ordered and assists in keeping the kitchen organized.
- Washes, chops, grates and slices vegetables.
- Ensures safe knife use and safe and sanitary food handling procedures are followed.
- Cuts and slices meats to the appropriate portion sizes.
- Makes appetizers, soups and salads so that chefs can concentrate on entrees and main dishes.
- Prepares the ingredients for chefs to cook the entrees and meals that are offered on the menu.
- Fills in busing tables or cooking when the restaurant is short-staffed.
- Assists in cleaning the kitchen.
- Follows established policies and procedures as set forth by management.
- Performs all other job related duties as assigned by their supervisor.

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 seventy-five (75) pounds.
2. Must be able to tolerate varying levels of noise, dust and/or smoke.
3. Employee 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.

Projected closing date = open continuously

GM Approval

TERO Approval