

# City of Rapid City

## Job Description

<b>Job Title</b>	The Monument Cook & Kitchen Staff		
<b>Job Code:</b>	PTFB	<b>Job Family:</b>	
<b>Pay Grade:</b>	P010	<b>Date Revised:</b>	October 2020
<b>FLSA Status:</b>	Non-Exempt		

**General Summary:** This position provides assistance in meal preparation and cooking duties to cater events at The Monument.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Demonstrate safe food practices including preparation, handling, and storage.
- Maintain a clean and safe work environment at all times.
- Multitask to complete various duties.
- Assists in beginning and ending shift procedures.
- Ensures all food is cooked to a high standard including temperature, quantity, and presentation.
- Use a variety of kitchen equipment safely and efficiently.
- Report directly to Head Chef/Kitchen Manager.
- Communicated in a positive manner.
- Uphold The Monument guidelines and standards of operation.
- Work as an effective member of a team.
- Maintain a strong sense of urgency for all needs.
- All other duties as assigned.

### Qualifications:

#### Education and/or Experience:

- One Year of experience in a commercial kitchen is preferred including knowledge and skills in food preparation, baking, and appearance preferred. Must possess High School Diploma (or GED).
- Must be age 16 or older.

#### Certificates, Licenses, Registrations:

- None.

### Working Conditions:

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work environment is generally indoors and the noise level is moderate to loud. Will occasionally work with large crowds and will be exposed to cleaning chemicals, knives, ovens and other kitchen machinery, as well as heat and humidity.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and/or walk for extended periods of time, or sit up to 8 hours. Must be able to use hands to finger, handle, or feel; reach with hands and arms and climb or balance. The employee must regularly lift and /or move up to 15 pounds.