



HO-CHUNK NATION

DEPARTMENT OF PERSONNEL



POSITION: LEAD COOK

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	LDCK	8

SUMMARY: Responsible to assist with the supervision of operations which may include kitchen equipment, facilities, and staff. All of which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

DUTIES & RESPONSIBILITIES:

1. Responsible for supervising all line cooks, including selection, training, evaluating, and delegation of duties.
2. Ensures that the cooks line is set up each shift for maximum efficiency.
3. Maintains highest quality and consistency of final menu presentations.
4. Completes pre-meal and post-meal checklists.
5. Ensures kitchen equipment and facilities are maintained in safe & sanitary conditions.
6. Interacts with Sous Chef, Executive Chef and Managers so all are aware of daily specials and promotions.
7. Promotes teamwork.
8. Perform other duties as assigned.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. High School diploma or equivalent AND a minimum of 3 years cooking experience with solid background in more than one concept.
2. Good knowledge of all line cooks stations and ability to perform them efficiently.
3. Good communication and motivation skills.
4. State sanitation certification.
5. Must maintain confidentiality.

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

All casino employees will be subject to the Criminal and Background restrictions of the HCN.

All employees are subject to the Drug, Alcohol and Controlled Substance Policy.

EEO: 5

NON-EXEMPT

FLEX

KEY

Approved: PBOD 02.03.00 Legislature 02.22.00 Resolution 01.08.08A/04.19.11A/03.22.16A/12.13.22A