



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Grill Cook		<b>JOB CODE:</b> GRCO	
Business		<b>EEO:</b> 8	<b>PAY GRADE:</b> 8
Non-Exempt	Flex	<b>FUNDING SOURCE:</b> NPD	<b>HO-CHUNK PREFERENCE</b>

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

*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.*

### **POSITION OVERVIEW**

The Grill Cook ensures the accurate product of guests' meal orders by preparing and cooking menu items to standard and ensuring meals meet guests' expectations. As a Kitchen Team Member, you will work closely with Grill Team Members and Grill Shift Leaders to ensure smooth operations, maintain cleanliness, and deliver high-quality meals to our guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Prepare produce, deli, and hot items daily, including washing, chopping, grating, and assembling ingredients according to pre-defined recipes.
2. Setting up the kitchen for operations ensures all utensils and equipment are ready as scheduled.
3. Participate in daily pre-shift meetings to discuss daily menus and any special requirements or operational needs.
4. Follow recipes and instructions from the shift leader and ensure food safety and hygiene standards during preparation.
5. Cooking and plating meals according to established standards while maintaining consistency, taste, presentation, and portion sizes while monitoring food quality and freshness.
6. Properly store ingredients to prevent spoilage, rotate stock to ensure first-in, first-out (FIFO) usage, and adhere to prescribed food safety regulations.
7. Consistently maintains a clean and organized workstation.
8. Monitoring inventory levels, restocking supplies as needed (e.g., ingredients, utensils, disposables), and reporting inventory shortages promptly to the shift leader.
9. Performs closing procedures, including sweeping, mopping, wiping down surfaces, disposing of trash and recyclables, and restocking.
10. Other duties as assigned.

### **JOB RESPONSIBILITY**

Job Reports to	Grill Shift Leader
Leadership Accountability	Collaborate with Grill Cashiers and Shift Leaders, contributing positively to the team atmosphere.
Supervisory Accountability	Assist in training new team members.
Organizational Accountability	Upholding policies and standards.
Financial Accountability	Ensuring efficient use of ingredients and products minimizes waste and carefully handles equipment.
Customer Accountability	Ensuring food quality and presentation meet customer expectations and addressing guest concerns professionally.



Freedom to Act	Receives feedback and direction from the Shift Leader.
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**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. A high school diploma or equivalent diploma is preferred.

**ESSENTIAL:**

1. Prior experience in customer service or a similar role.
2. Excellent communication skills and a friendly demeanor.
3. Ability to multitask and stay organized during busy shifts.
4. Ability to stand for long hours.

**EXPERIENCE:**

1. Relevant experience in food preparation and kitchen operations.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Excellent organizational skills.
2. Time management and multitasking abilities.
3. Outstanding interpersonal skills.
4. Ability to lift up to 50 pounds.
5. Capacity to work in a fast-paced environment.
6. Ability to stand for extended periods.

**WORKPLACE RESPONSIBILITY**

1. Team members must present themselves in a neat, clean, and professional manner.
2. Team members must follow safety and hygiene protocols, report hazards, and maintain a clean and organized workspace.
3. Build positive relationships through effective communication, teamwork, and respectful behavior to enhance the organization's reputation.

**WORKING CONDITIONS**

1. The Grill Cook works for extended periods in a busy, dynamic environment, primarily in the kitchen area, which is exposed to heat, steam, and sharp utensils.
2. The Grill Cook often works evenings, weekends, holidays, and extended hours when required to align with operational hours.
3. The Grill Cook consistently stands, bends, and lifts.