

**Position Title: Culinary Internship**

**Reports to:** Executive Chef, Sous Chef, Banquet Chef

**Position Summary:** This position is responsible for learning all aspects of the line including sauté, broiler, fry and plating while maintaining a sanitary work environment and completing shift end clean up.

**Experience/Requirements:**

- Must be able to speak, understand, read and write in the English language.

**Core Responsibilities:**

- Anticipate and maintain prep needs for assigned work station.
- Maintain sharpness of knives.
- Ensure proper portioning of meat and seafood.
- Identify select cuts of meat.
- Contribute ideas to daily pasta specials, vegetable and potato du jour as well as employee meals.
- Utilize "to be used" items creatively.
- Assist in ware washing area as needed.
- Complete any other duties assigned by management within your realm of capability.

**Minimum Physical Job Requirements:**

- Ability to lift pots, pans, etc., up to 40 pounds in weight.
- Ability to stand and exert high energy for periods of up to four hours in length.
- Possess finger dexterity to use small tools.

## Galley Attendant/Cook

**Reports to:** Executive Chef, Director (s) of Operations

**Position Summary:** This position is responsible for walk-up food service providing a casual dining experience for families and members while using the pool and other outdoor areas.

### **Experience/Requirements:**

- Must be able to speak clearly, listen effectively, read and write in the English language.
- Experience working with a team.

### **Core Responsibilities:**

- Set up Galley kitchen for the day's business.
- Process orders using POS system.
- Prepare cold items for daily use as per production sheet such as salads, appetizers and sandwich wraps.
- Prepare short order food items using equipment such as fryer, grill, shake mixers, etc.
- Requisition food from main kitchen and record.
- Strain fryer daily and change oil as directed by Chef or other supervisor.
- Date, mark and cover all stored food products.
- Maintain a clean and sanitized work area including weekly cleaning project as assigned by management.
- Daily cleaning to include mopping, sweeping, sanitizing counters, etc.
- Maintain cleanliness of outside area including dining area (picnic tables).
- Dispose of any garbage.
- Comply with any and all club policies regarding safety.
- Report any safety concerns immediately.
- Complete any other duties assigned by management within your realm of capability.

### **Minimum Physical Job Requirements:**

- Ability to lift pots, pans, etc., up to 30 pounds in weight.
- Ability to stand and exert high energy for extended periods of time..

## Line Cook

**Reports to:** Executive Chef & Sous Chef (s)

**Position Summary:** This position is responsible for all production of assigned areas as well as à la carte preparation for breakfast and lunch.. Portions and prepares food items prior to cooking, Other duties include preparing batter or breading, plating and garnishing cooked items and prepping appropriate garnishes for fried or sautéed foods. Responsible for maintaining a sanitary kitchen work station for successive shifts.

### **Experience/Requirements:**

- Degree from a post secondary culinary arts training program is desirable.
- Minimum of one year experience within a food preparation position.
- Must be able to speak, understand, read and write in the English language.

### **Core Responsibilities:**

- Responsible for making certain the line is properly set for breakfast with all equipment functioning.
- Comply with all portion sizes, quality standards, department rules, policies, and procedures.
- Anticipate prep needs according to party sheets and à la carte dining patterns for breakfast and lunch.
- Prepare soup du jour from scratch to specifications.
- Prepare employee lunch utilizing "to be used" items creatively.
- Identify and select cuts of meat, poultry, shellfish, fish, game or vegetables used for frying, grilling, roasting or sautéing.
- Prepare items for frying by portioning and breading.
- Prepare garnishes for fried, roasted, grilled or sautéed items.
- Prepare items for broiling or roasting by marinating or seasoning.
- Fry items that are either breaded or battered. Sauté items and prepare pan sauces as appropriate.
- Plate fried, roasted, carved or sautéed items along with appropriate garnish.
- Maintain a sanitary work station. Follow end of shift clean up list and check with supervisor prior to departure.
- Select and use knives, hand tools, utensils, and equipment to portion, cut, slice, dip, batter, bread, whip, beat, maintain holding temperature, fry, sauté, or otherwise produce food in the fry/sauté station or broiler and grill area.
- Ensure all knives are kept sharp.
- Assist in banquet prep as needed.
- Correct items brought back from the dining room.
- Complete any other duties assigned by management within your realm of capability.

### **Minimum Physical Job Requirements:**

- Ability to lift pots, pans, etc., up to 40 pounds in weight.
- Ability to stand and exert high energy for periods of up to four hours in length.
- Possess finger dexterity to use small tools.

## Wash Station

**Reports to:** Executive Chef

**Position Summary:** This position supports kitchen and dining room operations by cleaning dishes, utensils, pots, pans and other materials.

### **Experience/Requirements:**

- Previous kitchen experience preferred but not required.
- Ability to communicate in the primary language (English).

### **Core Responsibilities:**

- Wash and store properly all: dishes, trays, eating utensils, cups and small equipment for the kitchen, dining rooms, catering, and satellite facilities.
- Maintain the wash station machinery including set-up and break down of dish machine, arms, screens, and baskets. Clean and polish machine thoroughly including removing any paper and hosing down interior. Check machine to be sure it is operating correctly and report any defects immediately.
- Check & ensure proper temperature water temperature during dishwashing operation.
- Remove trash from dish room and place in dumpster.
- Clean and sanitize garbage cans and keeps dish room area including detergent storage area and belt line from the dining area.
- Keep all lowerators clean, polished, and neatly stored.
- May be requested to assist with catering/event preparation.
- Responsible for all other duties assigned by manager.
- Recycle all waste products.
- Comply with club policies and procedures regarding safety. Report all safety concerns immediately.

### **Minimum Physical Job Requirements:**

- Subject to wet floors, temperature extremes, and loud noise.
- Must be able to bend, stoop, lift, and carry dish racks weighing up to 50-pounds on a regular and continuing basis.
- Must be able to stand for long periods of time and move between kitchen areas while carrying up to 50-pounds.