



# Wolf Creek Ski Area

## Employee Job Description

The following list outlines the expectations and responsibilities of each role. These job duties are essential for daily operations. This document is intended as a reference for both managers and employees. If you need any assistance filling this form out, please reach out to your direct supervisor.

<b>Job Title:</b> Cook			
<b>Department:</b> Food and Beverage			
<b>Employee Name</b>	<b>Last:</b>	<b>First:</b>	<b>MI:</b>
<b>Part-time / Full-time / Holidays</b> (Circle 1)	<b>Avg. Hours/Day</b> 9-10 hrs.		<b>Avg. Hours/Week</b>

### Job Description/Daily Tasks:

Cooks must be able to work in a fast-paced environment while maintaining quality and safety standards. For this reason, previous food handling experience is preferred.

This role requires attention to food safety, efficiency, and team work. Cooks are expected to have a thorough understanding of the ingredients and the prep required for their station. Once daily tasks are completed, cooks must check in with all other stations and the manager before clocking out.

### Responsibilities/Expectations

<ul style="list-style-type: none"> <li>• <b>No phones or headphones permitted</b>, except during breaks</li> </ul>
<ul style="list-style-type: none"> <li>• Arrive promptly, and clock out <b>only</b> once all tasks are complete <b>and</b> no assistance is needed at other stations (check in with manager)</li> </ul>
<ul style="list-style-type: none"> <li>• Communicate effectively with co-workers and customers, ideally with a friendly demeanor</li> </ul>
<ul style="list-style-type: none"> <li>• Possess in depth food safety knowledge (e.g. preparing RTE and raw foods, holding temperatures, proper cooling, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>• Adhere to FIFO (First In, First Out), consolidate ingredients, and label and date items daily.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare a variety of soups, chilies, and the daily special.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain a clean and organized station throughout the shift</li> </ul>
<ul style="list-style-type: none"> <li>• Dispose of grease and oil properly</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor food levels and replenish ingredients as needed during service</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare brats and sauerkraut for service</li> </ul>
<ul style="list-style-type: none"> <li>• Perform tasks such as helping out with dishes or other kitchen duties as needed</li> </ul>
<ul style="list-style-type: none"> <li>• Create a list of what ingredients need to be restocked or have a low back stock</li> </ul>
<ul style="list-style-type: none"> <li>• Able to operate dumbwaiter correctly to transport products from storage</li> </ul>
<ul style="list-style-type: none"> <li>• Perform any tasks as directed by the on-duty manager</li> </ul>

<ul style="list-style-type: none"> <li>Complete all online training assigned by manager (STAR)</li> </ul>
<ul style="list-style-type: none"> <li>Attend safety meetings weekly or bi-weekly. If unable to attend, it is the employee's responsibility to review the material thoroughly</li> </ul>
<ul style="list-style-type: none"> <li>Follow the dress code: long hair pulled back, nails trimmed, clean uniform shirt, non-slip shoes, and a name tag</li> </ul>
<ul style="list-style-type: none"> <li>Maintain proper hygiene: frequent hand washing (after eating, smoking, or using the restroom)</li> </ul>
<ul style="list-style-type: none"> <li>Prepare for cold weather with proper apparel: ski pants, snow boots, gloves, and hat</li> </ul>

### Physical Demands

<ul style="list-style-type: none"><li>• <b>Standing</b> for long periods of time (8-9 Hrs./day)</li></ul>						
<ul style="list-style-type: none"><li>• <b>Walking</b> to complete daily tasks (3-6 Hrs./day)</li></ul>						
<ul style="list-style-type: none"><li>• <b>Bending</b> or <b>twisting</b> at the neck, waist, wrist, and arm repetitively (3-8 Hrs./day)</li></ul>						
<ul style="list-style-type: none"><li>• <b>Squatting</b> and <b>kneeling</b> frequently (1-6 Hrs./day)</li></ul>						
<ul style="list-style-type: none"><li>• <b>Lifting</b> up to 50 lbs. when necessary (2-6 Hrs./day)</li></ul>						
<u>Lifting</u>				<u>Carrying</u>		
<b>DURATION</b>	<b>0-2 hrs.</b>	<b>3-4 hrs.</b>	<b>5+ hrs.</b>	<b>0-2 hrs.</b>	<b>3-4 hrs.</b>	<b>5+ hrs.</b>
<b>0-10 lbs</b>			<b>X</b>		<b>X</b>	
<b>11-25 lbs</b>		<b>X</b>		<b>X</b>		
<b>25-50 lbs</b>	<b>X</b>			<b>X</b>		
<b>Longest distance with heaviest weight example:</b> Carrying a 50 lb bag of flour for 60 ft **Always ask for help if you do not feel confident lifting something** **Anything over 50 lbs should have 2+ people carrying it**						
<ul style="list-style-type: none"><li>• Climbing and crawling may be necessary (0-2 Hrs./day)</li></ul>						
<ul style="list-style-type: none"><li>• <b>Repetitive hand use</b>; simple grasping, pulling, pushing, and fine manipulation of hands (3-6 Hrs./day)</li></ul>						
<ul style="list-style-type: none"><li>• Able to reach both arms over head and below shoulder (full shoulder range of motion)</li></ul>						

### Work Environment and Hazards

<ul style="list-style-type: none"> <li>High altitude and Winter weather (must use caution when driving, walking, climbing, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>Walking on uneven ground (outdoors not on walkways)</li> </ul>
<ul style="list-style-type: none"> <li>Exposure to bio-hazards such as blood-borne pathogens, sewage, etc. (in the rare case of a customer accident; ski patrol should be contacted immediately.)</li> </ul>
<ul style="list-style-type: none"> <li>Exposure to gas, fumes, or chemicals (when cleaning)</li> </ul>
<ul style="list-style-type: none"> <li>Near heavy machinery (shuttles, snow cats, snowmobiles)</li> </ul>
<ul style="list-style-type: none"> <li>Exposure to extreme heat and cold</li> </ul>