



**Status: Part-Time / Hourly**  
**Title: SLP Cook/Housekeeper**  
**Department: Ranch**  
**Reports to: Silver Lake Preserve Manager**

**Job Code:**

**Position Summary:**

The Silver Lake Preserve cook/housekeeper will be primarily responsible for maintaining food inventories, planning, and preparing meals for lodge guests at the request of the Silver Lake Preserve Manager. Secondary responsibilities will include general housekeeping duties of the lodge as scheduled.

**Essential Job Functions:**

- Responsible to acquire, learn and practice all LBI SOPs (Safe Operating Procedures) and comply with these standards as well as safety regulations pertinent to the department and job functions.
- Plan menus and order/purchase food inventories to meet recipe requirement and/or specific employer meal requests.
- Prepare and serve breakfast, lunch, and dinner according to approved menu as directed by Supervisor.
- Ensure timely meal presentation.
- Clean and maintain kitchen cooking utensils and equipment.
- Serve meals to lodge guests.
- Some dietary restrictions of guests may need to be addressed.
- Perform all dining, kitchen, and housekeeping needs.
- Communicate all kitchen and housekeeping concerns, supply needs or maintenance issues to Preserve Manager immediately.

**Education/Experience Requirements:**

- High School Diploma or GED
- Safe Food Handling Certificate (must obtain within 30 days of hire)
- 1 year of line and/or prep cook experience required
- Valid Driver's License with insurability

**Key Competencies**

- Strong communication skills.
- Reflect positively on Company.
- Customer service orientation.
- Attention to detail.
- Demonstrates initiative, reliability, and flexibility.
- Good working knowledge of kitchen equipment.
- Able to take direction.



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**Physical Requirements:**

While performing the duties of this job, the individual will primarily work in the kitchen and dining areas of the SLP Lodge. Physical strength is required to lift food inventories, stock shelves and lift pans and other food preparation items. Individual is regularly required to stand and walk for prolonged periods. Occasionally required to bend, stoop, and lift to shelving, cabinet storage spaces and cleaning kitchen area. Must be able to read recipes and ingredients and visually check on food preparation and dining service needs. This position will occasionally require lifting up to 30 pounds.

**Job Description Acknowledgment:**

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_



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