

Manager Approval: \_\_\_\_\_  
Date Signed: \_\_\_\_\_  
HR Approval: \_\_\_\_\_

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Cook/Housekeeper</b>
<b>Division:</b>	<b>Ranch / SLP</b>
<b>Reports to:</b>	<b>SLP Manager</b>
<b>FLSA Status:</b>	<b>Hourly</b>
<b>Last Revised:</b>	<b>01/12/2022</b>

**JOB PURPOSE:**

The Silver Lake Preserve Coo/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 FUNCTIONS:**

- Responsible to acquire, learn and practice all LBI Safe Operating Procedures (SOPs) 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.
- Dietary restriction of guests may need to be accommodated.
- Perform all dining, kitchen, and housekeeping needs.
- Communicate all kitchen and housekeeping concerns, supply needs or maintenance issues.

**OTHER DUTIES** (list below, if applicable):

- Perform additional tasks requested by the Preserve Manager in the scope of their ability.

**QUALIFICATIONS:**

**A. Certificates, licenses, and registrations:**

- Valid driver’s license with insurability.
- Safe Food Handling Certificate (must obtain within 30 days of hire).

**B. Knowledge/Skills:**

- Good working knowledge of kitchen equipment.
- Strong communication skills.
- Customer service orientation.
- Attention to detail.
- Demonstrated initiative, reliability, and flexibility.
- Ability to take direction.

**C. Education/Experience:**

- High School diploma or GED.
- 1 year of line and/or prep cook experience required.

**D. Physical Demands & Work Environment:** Individual is regularly required to stand and walk for prolonged periods. Occasionally required to bend, stoop, and lift. Occasionally required to lift up to 30 pounds.

**JOB DESCRIPTION ACKNOWLEDGEMENT:**

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

The characteristics described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Management has the right to assign or reassign the description to this job at any time. Page 1 of 2

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**Employee: Print Name**

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**Employee: Signature**

**[COPY TO EMPLOYEE AND RETAIN IN PERSONNEL FILE]**