



Multnomah Athletic Club

Job Description

Job Summary

1. Works stations as assigned by the chef and executes all need tasks of that station. Must be able work am/pm shifts as business volume demands. Must work in any MAC Food & Beverage outlet. Must be willing and able to work; days, evenings, weekends and holidays.

Essential Job Functions

1. Executes or assists in the execution of banquet functions as scheduled. Works assigned station, in any outlet assigned, including all mise en place and cleaning usually performed by that station.
2. Determine and communicate product needs for station for timely ordering of product.
3. Maintain quality of product to set standards.
4. Create dishes appropriate to outlets.
5. Assists with the inventory and ordering of product as needed.
6. Able to function in any station in the kitchen.
7. Assumes duties of Chef de Partie in his/her absence.
8. Perform any other tasks assigned unsupervised to set standards.
9. Complies with all Club safety policies and procedures demonstrating safe work practices. Identifies and reports unsafe or hazardous work conditions. Reports all workplace injuries and illnesses to supervisor.
10. Promotes the MAC code of conduct in club activities and demonstrates the importance of providing quality service to members.
11. Maintains regular and predictable attendance.

Secondary Functions

1. Assists in the training of new employees and employees working towards next level.
2. Assists in prep work, expediting and plating, dishwashing, cleaning as needed.

3. Completes all MAC training classes by the required date.
4. Assist in the ordering of product as needed.
5. Perform other tasks as assigned by kitchen management team.

Essential Tools, Equipment, Vehicles, and/or Machinery

Essential job functions require the use of all kitchen hand tools and equipment such as knives, ovens, grills, fryer, slicer, chopper, mixer, salad-spinner and steam kettles.

Physical Requirements & Working Conditions

2. The essential job functions require considerable walking, standing for long periods of time on a hard surface, bending, pushing, pulling, carrying and lifting up to 55 lbs. and the stamina to maintain effectiveness for long and busy shifts.

Qualifications

1. Three years of progressive kitchen experience.
2. Possession of a valid food-handler's permit.
3. Demonstrated culinary, knife handling skills and sanitation skills.
4. Proficient use of all kitchen equipment.
5. Demonstrated organizational and time management skills.
6. Ability to communicate effectively in verbal and written form.
7. Ability to multi-task and work within time restrictions.
8. Ability to establish and maintain effective working relationships with coworkers.
9. Ability to maintain a positive attitude and work effectively during busy periods.
10. Ability to perform the essential job functions.

The Multnomah Athletic Club believes that each employee makes a significant contribution to our success. This position description is designed to outline primary duties and qualifications but not limit the employee or the Club to just the work identified.