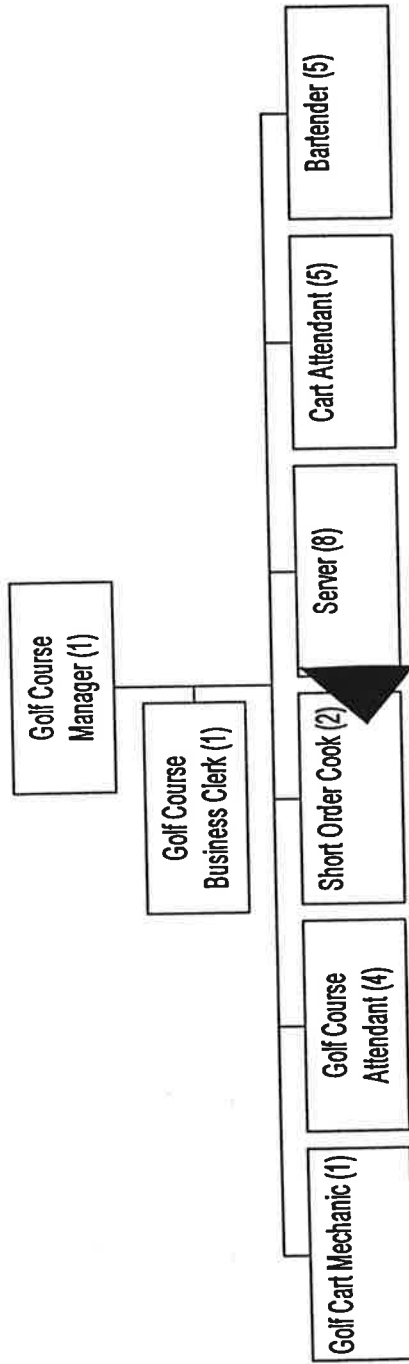


Proposed

# Organizational Chart for Ironwood Golf Course



000261

## **GOLF COURSE SHORT ORDER COOK**

### **NATURE OF WORK**

This is semiskilled work preparing fast food and serving patrons of the City-owned golf course.

### **CLASSIFICATION STANDARDS**

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of administrative responsibility and from lower classes by its emphasis on quality food preparation.

### **EXAMPLES OF WORK\*\***

#### **ESSENTIAL JOB FUNCTIONS**

Takes orders and cooks food requiring short preparation time, according to customer requirements.

Prepares a variety of beverages.

Serves food at table or counter top.

Prepares charge slips when appropriate.

Cleans food preparation equipment and work area.

Cleans counters and tables.

May assist other golf course personnel, when needed, in providing customer service.

Takes inventory and orders supplies.

Attends work on continuous and regular basis.

#### **NON-ESSENTIAL JOB FUNCTIONS**

Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma, and six months experience in preparation of fast food, preferably at a golf course, or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

## LICENSES/CERTIFICATES

Florida Food Manager certificate preferred; must obtain certification within 6 months of hire date.

## NOTES

Work requires performance of tasks in close proximity to sources of heat suitable for proper preparation of fast food.

## SELECTION FACTORS

Knowledge of skills and methods used in fast food preparation.

Ability to use standard food preparation equipment and tools.

Ability to perform kitchen tasks for extended periods of time.

Ability to function satisfactorily during peak work loads requiring multiple tasking.

Ability to work effectively with co-workers and the general public.

Ability to order and track inventory.

Some knowledge of the sport of golf.

Human Resources Department: \_\_\_\_\_ / \_\_\_\_\_

Date

\*\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

NEW DATE: [DRAFT 8/7/00]