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| <b>Job Position:</b>         | <b>Cook &amp; Pit Master</b>               |
| <b>Location:</b>             | <b>Tally's Dockside &amp; CG Hooks BBQ</b> |
| <b>Reports To:</b>           | <b>Management</b>                          |
| <b>Employees Supervised:</b> | <b>No</b>                                  |
| <b>FLSA Classification:</b>  | <b>Non-Exempt</b>                          |
| <b>Benefits Eligible:</b>    | <b>No</b>                                  |

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### **Position Summary:**

Representing Tally's Dockside & CG Hooks BBQ, Cook and Pit Master is the leader in the kitchen. You will be responsible for the overall operation of the restaurant, making sure that the company is represented correctly and that the company's standards and qualities are upheld.

### **Position Duties / Essential Job Functions:**

1. Understands the company menu and business philosophy.
2. Responsible for all daily food preparation and daily smoking in the kitchen; cooks and smokes food and leads the kitchen staff team.
3. Follows the designated guidelines for food preparation, and food line preparation and procedures outlined by the company.
4. Follow the designated recipes as outlined by the company.
5. Knowledgeable on food quantities needed for the day and week as outlined by the company.
6. Understands all inventory items and prepares weekly orders for future food and supplies needed to maintain the food preparation.
7. Responsible for the timely stocking of inventory food and supplies when delivered. Insure proper and concise designated placement and storage; dry storage, refrigeration storage, freezer storage, back room storage, smoker room storage as outlined by Food Safety manager and company's guidelines.
8. Plans or participates in menu planning and food specials to control costs.
9. Responsible for and leader of food preparation personnel to ensure food adheres to standards of quality and consistency and maintains cleanliness of kitchen and equipment.
10. Responsible for all kitchen staff to follow Food Safety principles.
11. May meet with catering clients to plan special event menus.
12. Responsible for the training of kitchen staff related to proper food preparation , company standards on quality, consistency, timely output, and food specifications as well as kitchen safety techniques and health standards.
13. Leads the team to make sure the food looks good and is cooked properly, the portions are correct, and it is cooked and served quickly by friendly and courteous staff.
14. Enforce daily and weekly opening and closing procedures, and cleaning schedules for the kitchen staff.
15. May be involved in hiring, training and disciplining employees and may set work schedules.

16. Communicates Daily to the service staff on food inventories; when food is scheduled to be off the smoker, if certain food is out and off the menu, etc

**Qualifications:**

- Proficient reading and math skills required
- Serve Safe Food Handler Certification required to be completed within 2 weeks of hire.
- Minnesota certified Food Protection Manager Certification required to complete within 30 days
- Previous experience preferred
- Proven ability to use senses of taste and smell for quality assurance
- Likes to work in the Food Service Industry
- Demonstrates proficiency in the use and understanding of a computer, mobile device, and social media applications, and company's POS system.

**Personal Attributes Required:**

- Positive attitude; maintains a high level of self-motivation
- Courteous and professional people skills
- Ability to manage multiple operational areas; adaptable to change and criticism
- Ability to handle stress and fast paced environment; demonstrate leadership and handle priorities and attention to detail especially under periods of high stress and demands
- Clear and accurate communication skills; ability to work with a diverse group of employees
- Ability to handle confrontation and challenging customers in a professional manner
- Ability to organize personnel and inventory including work schedules and shipments

**Essential Physical / Mental Requirements:**

- This job operates in a kitchen environment subject to a high level of physical demands and prolonged periods around hot cooking elements.
- Must be able to lift up to 50 pounds, must be able to walk, reach, and lift ongoing throughout each shift.
- Must be able to stand for long periods at a time without rest.
- Must be able to work in outdoor environments and handle exposure to variations in weather and conditions.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the Company. All requirements are subject to modification at any time for any reason at the Company's sole discretion.

Revised: [date]

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Employee Signature

Date