



**Village of Glenwood  
Job Posting  
For  
Line Cook-seasonal**

The Village of Glenwood, Illinois, is located in Northeastern Illinois, County of Cook, is a diverse community of 9,052 residents (Census 2013), which is in close proximity to a major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 23 miles south of the Chicago central business district.

Incorporated in 1872 and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking seasonal Line Cook. **This position requires weekend and holiday availability.**

Under supervision from the Lead Cook and Golf Course General Manager, provides professionally prepared foods, presented in a colorful and attractive manner. Prepares, seasons and cook soups, meats, vegetables, desserts and other food items for consumption in the restaurant. Maintains a clean and organized workstation and rotates all food supplies by performing the following duties.

The hourly rate of pay will be \$11.00 to \$14.00 based on experiences and qualifications.

Email applications to [schandler@villageofglenwood.com](mailto:schandler@villageofglenwood.com)

Post closes 3/25/2021 or until filled



## **JOB DESCRIPTION**

Title: Line Cook

FLSA Status: Non Exempt (seasonal)

Effective Date:4/6/2015

### **GENERAL PURPOSE**

Under supervision from the Lead Cook and Golf Course General Manager, provides professionally prepared foods, presented in a colorful and attractive manner. Prepares, seasons and cooks soups, meats, vegetables, desserts and other food items for consumption in the restaurant. Maintains a clean and organized work station and rotates all food supplies by performing the following duties.

### **ESSENTIAL FUNCTIONS:**

- Food preparation such as grill items, sandwiches, slicing meats, making soups and salads.
- Plan work on orders so that items finish at the same time.
- Keep inventory of perishable and non-perishable food items.
- Maintains proper sanitation and hygiene techniques.
- Maintains clean equipment and work areas.
- Performs other duties as required

### **MINIMUM QUALIFICATIONS**

1. High school diploma or equivalent
2. Food Sanitation Certification
3. Excellent cooking skills
4. Culinary school is a plus
5. Two years restaurant cooking experience
6. Math skills a must to accurately adapt ingredient measures
7. Exemplary time management and organizational skills
8. Ability to focus attention on details, speed and accuracy
9. Knowledge of guidelines governing the safe storage and handling of food
10. Excellent communication skills
11. Good public relations skills
12. Ability to work with minimal supervision

### **PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The Banquet Hall may be a busy facility. The Lead Cook may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of employees and clients. The Lead cook may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

The noise level in the work environment is moderately noisy.

## **EQUIPMENT**

|                |                 |                             |       |           |
|----------------|-----------------|-----------------------------|-------|-----------|
| Phone          | Computer        | Copier                      | Fryer | Range Top |
| Oven           | Convection Oven | Food Warmers                |       | Grill Top |
| Flat top Grill | Dishwasher      | Small Electrical Appliances |       | Microwave |
| Coffee Maker   |                 |                             |       |           |

Department/Division Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_