

WC Workshop, Inc.  
Job Description

**Job Title:** Line Cook  
**Department:** Kitchen  
**Reports To:** Executive Chef  
**FLSA Status:** Non-exempt  
**Prepared Date:** August 2013  
**Revised Date:** July 2016

**Summary:** To cook and serve high quality food to our customers. Adapt to daily menu changes as needed. Must be able to work with a positive attitude and maintain a clean station.

**Essential Functions of Job:** The conditions herein 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 applicants with disabilities to perform the essential job functions. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

- Meet and greet customers with a pleasant and friendly greeting (smile, thank you, may I help you, etc.)
- Ensure line services are organized.
- Ensure the sanitation of station per industry and state regulations.
- Serve customers in a friendly, efficient, professional manner.
- Assist co-worker as needed.
- Ensure menu items are prepared per specifications.
- Present in a professional clean appearance.
- Consistently at work when scheduled and on time.
- Must be able to work weekends, holiday, shift & flexible schedule
- Other duties as assigned.

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Skills and Abilities**

- Some computer skills
- excellent telephone skills
- familiar with kitchen equipment
- Must be able to follow both oral and/or written instructions with little or no Supervision
- Must be self-starter

**Education and/or Experience:**

- High school diploma or equivalent
- One year experience preferred
- Must have a food handler's card from Raleigh County Health Department within 30 days of hire.

**Physical Demands:**

ALL PERSONNEL ARE AT WILL EMPLOYEES

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 required to:

- Frequently walk, stand, reach with hands and arms, stoop, kneel, crouch, or crawl.
- Occasionally climb, push and/or pull
- Occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may occasionally be exposed to toxic or caustic chemicals. The employee may frequently be exposed to fumes or airborne particles, heat, dirt, water, and noise.

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Employee Signature

Date

**WC Workshop, Inc.**  
Job Description

**Job Title:** Rounds Cook  
**Department:** Kitchen  
**Reports To:** Executive Chef  
**FLSA Status:** Non-exempt  
**Revised Date:** July 2016

**Summary:** Prepare each menu item in a safe, efficient and exceptional manner. Adapt to daily menu changes as needed. Must be able to work with a positive attitude and maintain a clean station.

**Essential Functions of the Job:** The conditions herein 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 applicants with disabilities to perform the essential job functions. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

- Offer professional and friendly guest services.
- Must be able to work in all areas of the kitchen, deli, bakery, pantry and front line
- Must be able to open and close all areas of the kitchen, deli, bakery, pantry and front line
- Prepare, cook and serve all food items.
- Have full knowledge of all menu items, daily features and promotions
- Ensure cleanliness and maintenance of all work areas, utensils and equipment.
- Follow all safety and sanitation polies when handling food and/or beverage.
- Assist co-workers as needed.
- Ensure menu items are prepared per specifications.
- Present in a professional clean appearance.
- Must be able to work weekends, holidays, shift work & flexible schedule.
- Other duties as assigned.

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Skills & Abilities**

- Meet and greet the public in a friendly/pleasant manner (hello, thank you, etc.)
- Clean and neat appearance
- Communicate clearly, oral and some writing

**Education and/or Experience:**

- Culinary degree and/or 4 years experience in multi-faceted restaurant, hotel and/or resort
- Familiar with all areas of the kitchen (deli, line, bakery, pantry and banquets)
- Must have a food handler's card from Raleigh County Health Department within 30 days of hire.

ALL PERSONNEL ARE AT WILL EMPLOYEES

**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 required to:

- Constant standing and walking throughout shift(s)
- Frequent bending, reaching, squatting, stooping,
- Frequent lifting and carrying up to 50 lbs.
- Occasional kneeling, pushing, pulling, climbing, crawling
- Occasional ascending and descending ladders, stairs and ramps.

**Work Environment**

While performing the duties of this job, the employee may occasionally be exposed to toxic or caustic chemicals. The employee may frequently be exposed to fumes or airborne particles, heat, dirt, water, and noise.

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Employee Signature

Date

**WC Workshop, Inc.**  
Job Description

**Job Title:** Deli Cook  
**Department:** Kitchen  
**Reports To:** Executive Chef  
**FLSA Status:** Non-exempt  
**Prepared Date:** August 2018

**Summary:** Serve customers high quality foods in a welcoming and efficient manner. Cook and/or prepare food from the deli section of our menu.

**Essential Functions of the Job:** The conditions herein 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 applicants with disabilities to perform the essential job functions. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties

- Maintain and organize work station in a professional manner.
- Keep work area per industry and state standards.
- Ensure proper opening and closing of the station.
- Provide high quality of customer service.
- Assist co-workers as needed.
- Maintain a professional/clean appearance.
- Other duties as assigned.

**Supervisory Responsibilities**

None

**Skills & Abilities**

- Some computer skills
- Excellent telephone skills
- Familiar with kitchen equipment
- Knowledge of Retail Pro or other inventory management software preferred.

**Education and/or Experience:**

- High school diploma or equivalent preferred.
- Six months experience in food and beverage required.
- Must have a food handler's card from Raleigh County Health Department within 30 days of hire.

**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 required to:

- Frequently walk and stand

- Frequently required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- Occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is may be exposed to toxic or caustic chemicals. The employee is occasionally exposed to fumes or airborne particles, dirt, water, noise, and heat.

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Employee Signature

Date