

JOB DESCRIPTION

CALIFORNIA PIZZA KITCHEN

JOB TITLE: Pizza Cook
ACCOUNTABILITY: Management Team
FLSA STATUS: Non-exempt

EXPERIENCE REQUIREMENTS: Three to six months related experience or training.

LANGUAGE, MATH AND REASONING ABILITIES: Ability to speak clearly and listen attentively to guests and other employees and managers. Ability to read and/or follow written and verbal instructions and implement the same. Ability to add, subtract, multiply and divide. Ability to apply common sense understanding to carry out instructions furnished in written, or oral form.

WORK ENVIRONMENT: While performing the duties of this job the employee is frequently exposed to wet floors, noise and temperature extremes.

PHYSICAL DEMANDS: Ability to stand and/or walk for up to 10 hours a day. Reach with hands and arms, talk, hear and taste or smell. The employee is occasionally required to stoop or kneel, lift up to 60 lbs. and perform other diverse physical tasks as needed. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

OVERALL RESPONSIBILITIES: Include the following but other duties may be assigned.

- ★ Follow exact recipes, procedures, specs, and techniques as outlined by current CPK Policy at all times.
- ★ Assure and maintain highest standard of food quality, sanitation and maintenance in Pizza station.
- ★ Assure timely preparation of all pizzas and appetizers in strict adherence to CPK recipes/specs.
- ★ Have the ability to prepare all necessary items for station as needed.
- ★ Have the ability to operate the "Dough-Pro" machine.
- ★ Stay aware of other stations to assure coordination of orders.
- ★ Work in clean, sanitary manner keeping area clean during shift and thoroughly cleaned and organized for next shift.
- ★ Work closely with store management and other employees to create a Team Concept.
- ★ Be properly dressed in uniform with name tag and pins, and maintain a clean, professional appearance throughout shift.

SPECIFIC RESPONSIBILITIES: Include the following but other duties may be assigned.

Training

- ★ Help train new employees and managers using up-to-date policies, procedures and menu execution techniques.
- ★ Practice and teach safe/sanitary handling of cutting boards, counter tops, knives, and equipment.
- ★ Promote the R.O.C.K. and C.A.R.E philosophy.
- ★ Attend all meetings and classes (portion, knife safety/sanitation, etc.) as directed by Kitchen Manager.
- ★ Work with Kitchen Manager to complete Certification Program.

Shift Duties

- ★ Conduct thorough line-check of pizza station every shift without fail. Assure that all portion control devices (scoops, ladles, portion cups, etc) are correct. Bring questionable items to the attention of the manager.
- ★ Prepare and accurately complete station prep par sheets. Assure that all needed prep is in station at least 15 minutes before opening. Make sure all food is covered, labeled, and dated properly.
- ★ Attend pre-shifts.
- ★ Work with expeditor to assure timely completion of orders. Prepare pizzas in strict adherence to CPK recipes/specs.
- ★ Maintain the proper temperature of pizza oven throughout the shift. Keep oven free from soot.
- ★ Perform station opening/closing and sidework duties each shift, and check out with manager.

Communication

- ★ Encourage and praise trainees for good performance.
- ★ Work with Kitchen Manager to adjust pars to suit business.
- ★ Be patient with trainees' questions and different levels of experience.
- ★ Be aware of posted information from previous pre-shifts and follow through accordingly.
- ★ Communicate any food that has to be re-made, or thrown out for any reason to the expeditor.
- ★ Communicate any irregularities, 86's or other pertinent information to the manager.
- ★ Notify the manager of any problems with equipment or breakage that would affect the supply of necessary items for service.

Leadership

- ★ Demonstrate leadership by displaying your job expertise, flexibility, positive attitude, initiative, organization, communication skills and enthusiasm.