

Historic Inns of Twentynine Palms
29 Palms Inn & Campbell House

Position Title: Line Cook
Division: Restaurant
FLSA Status: Non-exempt
Reports to: Kitchen Manager/General Manager

Our Culture

Established in 1928, the historic 29 Palms Inn has welcomed visitors from all over the world to the California desert, offering visitors a place for rest and rejuvenation. Located along the 9,000-year-old natural desert oasis called the Oasis of Mara, the 29 Palms Inn is a unique destination for both travelers and the community. Family owned and operated for five generations, the 29 Palms Inn strives to provide a friendly and nourishing atmosphere for its guests, and for its staff who are committed to providing the highest level of hospitality to every guest who visits our Oasis.

Position Overview

Prep cooks at the 29 Palms Inn restaurant work in a fast paced, casual fine dining environment, utilizing fresh and seasonal fruits and vegetables grown on-site at Faultline Farm. The key responsibilities of this position are to ensure the kitchen is ready for lunch, brunch and dinner shifts by preparing food according to the Inn's recipes and procedures; assists Line Cook(s) by performing the following duties.

Essential Duties & Responsibilities

- Arrive on time
- Ability to work in a fast-paced restaurant and resort environment and interact with owners, management, subordinates, co-workers and guests with professionalism, courtesy and tact.
- Inspect, clean and maintain food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices.
- Ensure food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills, fryers, roasters, and other kitchen equipment.
- Know and comply consistently with the restaurant's standard portion sizes, cooking methods, quality standards and kitchen rules, policies, and procedures.
- Responsible for the quality and presentation of products served.
- Handles, stores, and rotates all food products and supplies according to restaurant policies and procedures. ("First in Out", do not combine new with old)
- Season and cook food according to recipes or personal judgment and experience.
- Understands various cooking methods, baking, roasting, broiling, and steaming.

- Attend all scheduled employee meetings and offers suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.
- Ensures all preparatory cooking is completed according to the Check Lists.
- Chops, slices, purees, and creates food according to the Inn's recipes and procedures.
- Bakes daily breads, sweet breads, desserts, and any other required baked good according to the Inn's recipes and procedures
- Must be able to follow detailed recipes and be familiar with all liquid and dry measurements.
- Sets up and maintains complete continental breakfast for Inn's guests.
- Prepares all food products according to the prescribed methods.
- Maintains the highest level of food quality obtainable.
- Receives and stores all products as prescribed.
- Follows all restaurant regulations.
- Controls waste & communicates areas of concern that are noticed.
- Communicates all problems and ideas for improvement to management.
- Communicates and works together with coworkers as a team.
- Arrives on time and ready to work.
- Fills out all forms as prescribed.
- Organizes all areas of the prep area.
- Labels and dates all products prepared.
- Follows management's instructions and suggestions.

Skills, Experience, Education, and Abilities

- Ability to work in a fast-paced restaurant
- Interact with a variety of individuals including guests, owners, management, and co-workers with respect and professionalism
- 1-2 yrs restaurant cooking and baking experience
- Must have current San Bernardino County Food Handler's Card or obtain one within 14 days of employment.
- Must possess knowledge of kitchen equipment
- Regularly handle multiple projects at one time
- Able to work with a minimum of supervision
- High School diploma or GED
- Valid CA driver's license

Dress Code

Line cook wears clean, neat, chef pants or jeans (no holes and not frayed). A clean neat tee-shirt in the kitchen and on the line (shirts must have sleeves). When on the floor a clean wrinkle free chef coat must be worn. Hair must be tied back securely or

covered with a hat at all times. Facial hair must be well groomed and under one inch. If facial hair is longer than one inch a beard guard must be used. Close toed slip resistant shoes are required in the kitchen. Fingernails need to be clean, natural, and no more than average length. (1 cm)

Supervisory Responsibilities

None

Working Conditions

- The 29 Palms Inn is a resort located in the hi-desert open 7 days a week, 6:00am to 11:00pm. This may include days, nights, weekends, and holidays
- The Inn is spread out over 40 acres. Most of the grounds can be accessed on foot but at times may require driving a company or personal vehicle
- Temperatures can reach over 100 degrees
- Must be able to stand for hours at a time. Be able to bend, and squat
- Ability to lift 70 lbs.
- Work with chemicals and equipment according to OSHA standards

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned, by their supervisor. Management reserves the right to change, rescind, add or delete the duties and responsibilities of positions within this job classification at any time.

29 Palms Inn/ Campbell House is an equal opportunity employer and prohibits discrimination based on race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status. This policy applies to recruiting, hiring, transfers, promotions, terminations, compensation and benefits and also states that retaliation against any employee who files a complaint regarding possible violations of this policy will not be tolerated.

I knowledge receipt of my job description _____ Date _____