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## JOB DESCRIPTION

**Position:** Event Cook – FULL & PART TIME

**Reports To:** Culinary Director

**Pay Rate:** \$14.00-\$18.00/ hour \*based on experience

## POSITION OVERVIEW

The banquet prep cook works under the supervision of the Event sous chef & Culinary Director to portion, assemble and prepare ingredients and basic menu components according to the PPHG culinary team's standards of quality, accuracy and presentation. This individual is responsible for managing his/her station in the kitchen and onsite during Patrick Properties events, including the setup and stocking of all necessary supplies – always ensuring the highest-caliber product and warm, professional service representative of the company. The banquet prep cook will work as part of a team within a fast-paced work environment while strictly adhering to established sanitation and safety standards.

## KEY RESPONSIBILITIES:

Duties may include, but are not limited to:

- Prepare wide array of cooking ingredients according to MOP's specifications by washing and chopping vegetables, breaking down poultry, reducing sauces and other basic tasks.
- Implement a variety of cooking methods using full range of kitchen equipment, with heavy emphasis on cutting and knife skills
- Follow the prep list created by chefs to plan duties; stock and maintain sufficient levels of food products to assure smooth service, replenishing as necessary and making requests for supplies that are needed
- Ensure freshness and quality by labeling and storing all ingredients to appear organized and easily accessible; oversee inventory rotation following local, state, federal, and company guidelines and procedures



LOWNDES GROVE



THE WILLIAM AIKEN HOUSE



THE RIVER HOUSE



THE AMERICAN THEATER



PARCEL 32

- Measure seasonings and portion ingredients according to standardized portion size and recipe prior to preparation
- Ensure all areas of workstation and equipment are kept clean and orderly by washing dishes, sanitizing surfaces and removing trash, diligently following safety and sanitation policies and processes of the company; report any item that is broken or needs repair to manager
- Perform additional food prep and kitchen duties assigned by executive chef or sous chef

## REQUIRED SKILLS

The banquet cook must:

- Adhere to and enforce company policies and processes, cooking methods, standard recipes, portion sizes, kitchen rules and quality criteria
- Prepare all products according to food handlers guidelines and follow federal, state, and local regulations and processes relating to food preparation, storage and safety
- Exhibit a strong knowledge of professional kitchen equipment, cooking skills and practices, including proper knife handling
- Demonstrate self-discipline, initiative, attention to detail and leadership with the ability to multitask in a fast-paced work environment; analyze and execute simultaneous decisions with both speed and accuracy
- Possess excellent communication skills to clearly relate information and ideas, and follow written or verbal instructions quickly and accurately
- Maintain a pleasant, polite manner with a neat and clean appearance
- Work cooperatively and professionally with other departments, with respect to the chain of command
- Be Punctual to all shifts
- Fulfill essential functions of the position that require long periods of standing and/or walking
- Reliable transportation is required
- Able to lift at least 50lbs
- ***This position requires a minimum one year of proven cooking experience as a line chef, restaurant cook or prep cook***

***Candidates will be asked to demonstrate food knowledge and preparation as part of the interview process***

***Ownership of professional knife set is preferred***