



Our mission at Troon is to consistently anticipate and exceed our customers' expectations by providing outstanding facilities and superior service at each and every one of our clubs. We strive for constant improvement and will conduct ourselves according to the highest standards of integrity and professionalism. We seek to make a meaningful contribution to the well-being of our community, our associates and the game of golf.

**Job Title:**                    **Line Cook**

**Related Titles:**            Line Prep Cook; Cook

**Reports to:**                Food & Beverage Manager

### **Position Summary**

Prepares food in accordance with club recipes, standards and quality.

### **Essential Job Functions:**

- Delivers and promotes prompt, courteous and friendly service to all guests and employees.
- Performs opening and or closing duties as applicable.
- Prepares all required items.
- Reports to Chef at beginning of shift for schedule of priorities that include varied activities.
- Sets-up service areas with needed supplies.
- Notifies Chef of any shortages.
- Practices cleanliness throughout shift.
- Sets-up, maintains, and breaks down cook station.
- Adheres to health and safety standards.
- Prepares all menu items in accordance with established portions and presentation standards.
- Covers, dates and neatly stores all leftover products that are reusable.
- Returns all unused food products to proper storage areas.
- Places all soiled pots and pans in proper area for cleaning.
- Cleans and sanitizes work station.

\*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and safely. The requirements listed are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please speak to your supervisor or contact Troon Human Resources Department if you feel that you require an accommodation.

**Education/Certification/Licenses/Training:**

High school diploma preferred. Culinary degree, vocational school or continuing training in the culinary field preferred. Must obtain any required local and state licenses or certifications.

**Experience/Background/Knowledge:**

Prior experience working in the kitchen of a dining facility required.

**Skills:**

Ability to communicate effectively with managers and employees in a fast paced environment. Able to use kitchen tools and appliances safely and effectively.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to stand and talk and hear. The employee frequently is required to walk; use hands to fingers, handle, kneel, and crouch; and taste or smell. The employee must frequently lift and or move up to 10 pounds and occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

# Employment Application

Position Applied for: \_\_\_\_\_

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_