

**Location: Indio, CA**

**Professional Community Management of CA, Inc. (PCM) is seeking a Full Time Line Cook to join our growing team. Under limited supervision is responsible for food preparation in a consistent and efficient manner utilizing recipes and techniques determined by Chef or Food and Beverage Director. Responsible for assisting and training kitchen staff. Participates in on going training, maintains parts and keeps Chef notified of inventory requirements.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees all food production operations in the kitchen for grille, banquets and snack bar.
- Assures standards of food production, quality and storage.
- Oversee food production for banquets and events.
- Assure methods are in place to produce high quality food in an efficient and cost effective manner.
- Assures all equipment is in good repair and working order, and communicate situations with the Chef.
- Assures all kitchen staff are included in appropriate training programs.
- Assures standards for safety are in place and that all staff are aware and practice safety measures.
- Work with Chef in ordering receiving and storing deliveries.
- Assures temperatures in all coolers are maintained at advised and appropriate levels.
- Sanitation procedures, housekeeping, and health cleaning techniques practiced daily, assuring governing agencies standards are in place.
- Assures that food preparation and presentation of consistent with established recipes.
- Must wear clean uniform keep hair covered with a net or cap during food prep and maintain acceptable personal hygiene standards.

The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind the work of different assignment positions.

**NON-ESSENTIAL RESPONSIBILITIES:**

- Assist with other jobs and other duties as necessary.

**QUALIFICATIONS:**

- A high school diploma or GED is preferred.
- Must have two years of knowledge and practical experience in restaurant kitchens.
- Requires a current county "Food Handlers Certificate" and knowledge of: commercial kitchen equipment, appropriate food handling, preparation, portion and quality control, regulations regarding sanitation, food handling, refrigeration etc.
- Communicate effectively in English both orally and in writing.
- Exceptional team and management skills, ability to recognize, assimilate situations and resolve issues quickly.
- Ability to build a team work environment.
- Maintain a professional attitude, and effectively work with vendors, homeowners, outside customers and all levels of staff.
- Above average organizational skills and the ability to accomplish tasks in a timely and cost efficient manner, capable of handling multiple tasks in an proficient manner without impacting outcome of any individual project.

We offer an excellent working environment, competitive compensation and great benefits. For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holidays, vacation and sick leave.

**Principals only, no third party vendors**

Professional Community Management is an Equal Opportunity Employer