

HORIZONS

ART OF HOSPITALITY

Job Description

Job Title: Prep Cook

Location: HORIZONS Conference Center

City: Saginaw, MI

Job Type: Part-Time

Reports To: Executive Chef

HORIZONS Conference Center is Mid-Michigan's premier full-service event center. Our mission is to provide our guests with the ultimate HORIZONS experience through hospitality, excellent service, superior presentation and outstanding quality. Since opening our doors in 1996, we have built a reputation for delivering the highest level of service with a personal touch, which we call the *Art of Hospitality*. At every level of our organization, our people are passionate about hospitality and delight in creating distinctive, memorable experiences.

HORIZONS Conference Center is currently seeking a skilled and passionate Prep Cook to join our culinary team to create memorable experiences for our guests. The successful candidate will have demonstrated culinary skills and previous culinary experience is preferred.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Required Qualifications:

- Have previous culinary experience and demonstrated culinary skills.
- Reliable transportation required.
- Able to work various shifts per weeknights, weekends and holidays required.
- Ability to stand, walk, and bend throughout the entire workday.
- Must be able to lift, stack and maneuver objects weighing 30 to 50 pounds.

Essential Duties & Responsibilities

Include The following:

- Prepares all food items as directed in a sanitary and timely manner.
- Follows recipes, portion controls, and presentation specifications as set by the Executive Chef.
- Assist with all aspects of preparation, set up, stocking and dismantling of buffets.
- Cleans and maintains workstation in practicing good safety, sanitation, organizational skills.
- Has understanding and knowledge to properly use and maintain all kitchen equipment.
- Assists with the cleaning, sanitation and organization of kitchen, walk-in coolers and all storage areas.
- Performs additional responsibilities, although not detailed, as requested.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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AAP/EEO Statement

HORIZONS Conference Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HORIZONS Conference Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HORIZONS Conference Center expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of HORIZONS Conference Center's employees to perform their job duties may result in discipline up to and including discharge.

How To Apply

Interested candidates may submit a resume via the application used to view this job posting, send a resume directly to HCCreceptionist@horizonscenter.com with "Prep Cook" in the subject line, or visit HORIZONS Conference Center during regular business hours to complete an application in person.