



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Cook  
Department: Food Service  
Reports to: Kitchen Supervisor  
Starting Rate: \$15.40 - 18.48  
Position Type: Non-Key

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**Basic purpose or function:** Prepare items to order for guests in a quick and accurate manner while following established portion control, quality control and sanitary measures.

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### **Job Responsibilities:**

- Always maintain sanitary measures including continually washing hands, use of food service gloves, and proper rotation of food stores.
- Open workstation for appropriate service times.
- Gather ingredients for appropriate menu items for established service times.
- Prepare and maintain equipment following demand, quality control and sanitation. Report any malfunctions to the Food & Beverage Director.
- Prepare menu items used throughout the day including soup of the day, chili and special.
- Prepare food items as ordered from register screen ticket.
- Document mistakes, inform supervisor/manager of errors.
- During slow periods prep work must be completed following established prep list including pre portioning appetizers.
- Maintain a clean and neat work area following sanitary measures.
- Filter and change grease as needed for each shift.
- Maintain constant teamwork.
- Maintain daily reports.
- Close workstation at end of service time.
- Maintain communication with Food & Beverage Director.
- Report any incidents and/or suspicious activity to supervisor/manager.
- Safeguard assets located within department.
- Complete any other duties as directed.

### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Minimum of 18 years of age.
- Strong customer service experience with direct guest interface.
- Must be able to stand for long periods of time.
- Must be able to lift 50lbs or more.
- Must be dependable, organized, detail orientated, and accurate.
- Present a clean, neat, and professional image.
- Must be able to work a flexible schedule if needed.
- Excellent oral communication and written communication skills.

**Native American preference applies to all candidates for this position.**

Apply online at:

[www.sevenwindscasino.com](http://www.sevenwindscasino.com)

Our Team

If you are unable to apply online, submit information to:

Sevenwinds Casino, Lodge & Conference Center  
Human Resource Department

13767W County Road B  
Hayward, WI 54843

Tina Coss, Human Resources Director  
715-634-5643 Ext. 6107

or

Tamara Christman, Training Specialist  
715-634-5643 Ext. 6121