

JOB DESCRIPTION – PART TIME

Cook (FOOD & BEVERAGE)



Facility Name:	VENUWORKS OF CEDAR RAPIDS: Alliant Energy PowerHouse, Paramount Theatre, McGrath Amphitheatre, ImOn Ice
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JOB INFORMATION

Job Title:	Concession Stand Cook	Department:	Food & Beverage
Reports To:	Food & Beverage Director	FLSA Status:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Prepared By:		Date Prepared:	6/23/2025
Approved By:		Approved Date:	

SUMMARY

Responsible for preparing hot and cold foods for events. Using proper food safety and sanitation regulations according to VenuWorks and State/Federal Laws. Ensures consistent quality and contributes to an excellent customer experience during events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Prepares all hot/cold foods according to preparation sheets given by the F&B Director or F&B Managers.
2. Sets up, stocks, and maintains cooking and prep areas before, during, and after events.
3. Maintains work areas in a clean and sanitary environment.
4. Maintains coolers and dry storage in an orderly fashion.
5. Maintains proper sanitation measures for all food preparation equipment.

OTHER DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Utilizes stock in a rotating manner.
2. Ability to use flat grills, deep fryers, pizza ovens, any kitchen appliance needed to complete cooking tasks.
3. Always practices safety techniques for handling any foods.
4. Takes inventory of cooler and freezer including item and amount.
5. Attend and complete all required work-related trainings ie: New Hire Orientation, TCM, ServSafe etc.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this 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.

1. This position requires excellent customer service skills, communication, and problem solving.
2. Individual must be 18 years of age or older.
3. Ideal applicant should have strong organizational skills, excellent customer service skills, problem solving skills, and ability to work with flexible work schedule, including days, nights, and weekends. Ability to work at our indoor and outdoor venues.

EDUCATION and/or EXPERIENCE

1. High School diploma, GED or equivalent.
2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicant must possess current, valid driver's license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.

LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.
3. Ability to write routine reports.
4. Ability to deal effectively and courteously with the public.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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