

Fraser Valley Metropolitan Recreation District  
P.O. Box 3348 Winter Park, CO 80482  
970-726-8968



**POSITION TITLE:** Kitchen Lead – The Foundry Cinema & Bowl  
**CLASS:** Full or Part Time  
**PAY TYPE:** Non-Exempt  
**PAY GRADE:**  
**PAY RANGE:** 17.00 – 22.00 hour  
**SUPERVISOR:** Foundry Assistant Manager, Foundry General Manager

#### **WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?**

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

**GENERAL STATEMENT OF DUTIES:** Accurately prepare and cook food orders received by the kitchen. Assist with inventory management, customer service, and the day-to-day functions of the kitchen operations. Oversee line cooks and all kitchen duties on a daily basis.

**ESSENTIAL JOB FUNCTIONS:** The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify essential functions of this job at any time.

- Provide exceptional customer service.
- Train, and schedule kitchen staff.
- Receive and accurately follow oral and written orders.
- Prepare and cook all foods served at The Foundry, utilizing appropriate kitchen equipment.
- Follow recipes, controls, portion, and presentation specifications as set by the restaurant.
- Ensure that the kitchen, food prep areas, and food storage areas meet restaurant cleaning standards.
- Manage all aspects of the kitchen's food and supply inventory.
- Perform other related duties as necessary.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of food preparation, ingredients, and presentation.
- Knowledge of guidelines regarding safe storage and handling of food to prevent contamination and spoilage.
- Ability to multi-task to effectively provide service to a large number of guests at one time.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, customers, and the general public.
- Ability to work scheduled and non-scheduled overtime, including evenings, weekends, and holidays if necessary.

#### **EDUCATION, TRAINING, AND EXPERIENCE:**

- Must be 21 years of age or older.
- High school diploma or GED equivalent required.
- Minimum of one-year cooking experience.
- Must possess, or be able to obtain, CPR, First-Aid, AED certifications (training provided).
- Must possess, or be able to obtain, ServSafe or similar certification.

**Work Environment:** Work is performed in a restaurant, bar, and kitchen environment and may include periods of high activity with noise levels from quiet to loud and exposure to hot and cold temperatures. Employees will be required to read safety data sheets and understand all safety precautions when handling chemicals or hazardous cleaning materials.

**Physical Requirements:** While performing the duties of this position the employee is required to walk, stand, sit, talk, hear, and see. Occasional lifting of 10 pounds or greater is required.

**The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.**

**EQUAL OPPORTUNITY EMPLOYER**

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**Employee Name**

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**Employee Signature**

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**Date**