



POSITION OPPORTUNITY INFORMATION

Job title	Front Desk Clerk
Where is this job located?	Sky Rock
Employer housing?	Sedona Yes
How many positions are available for this job at this location?	3
Housing dependent on employment?	Yes
Staff required to reside in employer arranged housing?	Yes
Beginning Date	12/18/2023
End Date	03/31/2024
Job description and duties	<p>Culinary/Prep Cook</p> <p>Prep cooks will be preparing, arranging, and cooking a variety of cuisines for restaurants, banquets, and room service. Individuals must maintain cleanliness in food preparation areas, and they must ensure food is safely handled, stored, and cooked. Wash dishes, clean kitchen and maintain a clean and hygienic work environment.</p> <p>Core Responsibilities</p> <ul style="list-style-type: none"> • Assist the head chef by chopping vegetables and washing food items • Ensure kitchen equipment and appliances are ready for use • Maintain a clean and hygienic work environment at all

	<p>times</p> <ul style="list-style-type: none"> • Prepare salads, breads, salad dressings and sauces • Gather food ingredients from the refrigerator or freezer as required by the chef • Ensure food is stored away properly when not in use • Study the menu and prepare ingredients ahead of schedule • Learn about cooking methods and techniques employed in the kitchen • Cooperate and communicate with all serving and kitchen staff • Adhere to all relevant health department rules/regulations and all customer service guidelines
Required skills / physical demands	<p>Intermediate-Advanced English Level Required. Qualifications and Requirements:</p> <ul style="list-style-type: none"> • Able to work independently & part of a team • Ability to work under pressure • Positive attitude • Strong work ethic • Can work 8-10 hours on feet • Must be able to lift up to 40lb
Pay rate	13.0
Expected hours per day	0 6
Estimated hours per week (min 32)	32
Pay schedule	weekly
Can weather affect work schedule?	No
Overtime Opportunity?	No
Bonus / commission?	No
Is training required?	Yes
Explain training	Students will complete a one week training program with their department manager.

Uniform / dress code?	Yes
Explain uniform / dress code	Uniform Shirt Provided by Property. No jeans. Students must provide black non-slip shoes and black work pants
Are the available positions gender specific?	No
Please list any benefits available to the staff filling these positions.	Free onsite housing. Some meals provided. Local bus routes to and from Sedona and Cottonwood.

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