

Bellagios Pizza

Position Description – Inside Pizza Cook

Job Title: Inside Pizza Cook
Reports To: Store General Manager
Prepared By: Julie Collins, President
Prepared Date: February 1, 2012

SUMMARY

Provides excellent customer service to all Bellagios Pizza customers and co-workers, prepares and bakes pizzas and maintains high level of cleanliness by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares all Bellagios products in strict accordance to company standards.

Operates all equipment in a safe and prudent manner.

Packages pizzas and other Bellagios products to be delivered to customer premises.

Collects money and coupons from customers.

Promotes Bellagios products. Distributes door hangers and other promotional material.

Washes dishes, operates pizza oven, assembles pizza boxes, sweeps floors and performs closing tasks to company standards.

Maintains a positive attitude and is friendly to co-workers. Must be responsible, prompt and reliable.

Must familiarize his or herself with Bellagios Employee Handbook and Operations Manual and follow all policies and procedures outlined in these documents.

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.

EDUCATION and/or EXPERIENCE

No prior experience or training required.

LANGUAGE / COMMUNICATION SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos in English. Must be capable of communicating at a professional level in English with both customers and co-workers. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English.

MATHEMATICAL SKILLS

Ability to add and subtract using whole numbers and decimals. Ability to compute change.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to problem solve. Must be able to read city street maps.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain a food handlers card within 30 days of hire.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

Must maintain a professional appearance and follow all dress codes outlined in the employee handbook.

Employee Signature/Date