



Title: Cooks

- Follow proper payroll and uniform procedure.
- Run the day-to-day operation of the station in the kitchen for the Café and Room Service.
- Assist in creating and preparing menu items and specials.
- Check and complete *mise en place* and pars and set up the station.
- Complete requisitions, obtain proper signatures and submit to the Purchasing department.
- Communicate with the Sous Chefs and the Executive Chef regarding menu items, problem situations and shortages.
- Utilize the computer system in retrieving orders.
- Work closely with standard recipes and plate presentations in order to maintain standards of quality in production and presentation.
- Maintain a good working relationship with other employees, providing instruction and encouragement as needed.
- Store items properly at the end of the shift.
- Ensure a clean, neat and organized work area.
- Handle and report any accident immediately, no matter how minor.
- Conduct oneself in a professional manner at all times to reflect the high standards of Taj Hotels and encourage staff to do the same.
- Perform tasks for Sunday Brunch and Holidays.
- Follow all guidelines for timely food service to guests.
- Be Certified in food service sanitation.
- Have knowledge of Taj Hotels Food Standards.
- Respond properly in any hotel emergency or safety situation.
- Perform other tasks or projects as assigned by hotel management and staff.

Required Position Skills:

- Cultural Sensitivity
- Oral Communication Skills
- Planning and organizing skills
- Problem solving skills
- Service Orientation
- Team Work
- Customer service appreciation and awareness

Language Skills:

- Fluency in English is required, additional language ability is a bonus
- Ability to read, speak and write English

Reasoning Ability:

- Must be able to think freely and make decisions on own pertaining to job responsibility

- Able to perform duties without great supervision
- Ability to keep calm, responsive and friendly under pressure
- Able to handle a variety of different tasks at once as well as challenges that may arise with guests, customers and/or employees
- Knows when to request help or assistance from supervisor

Work Environment:

- This is a very fast paced busy environment
- Regular attendance in conformance with the standards, which may be established by The Taj Boston from time-to-time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment.
- Employees may be required to work varying schedules to reflect the business needs of the Hotel
- Multitasking
- This position is monitored by direct/indirect supervision to insure all unit procedures are adhered to.
- Upon employment, all employees are required to fully comply with The Taj Boston's rules and regulations for the safe and efficient operation of the Hotel. Employees who violate any rules and regulations or policies and procedures will be subject to disciplinary action up to and including termination of employment

***Please fax all resumes to 617-598-5271 or e-mail to lisa.schuessler@tajhotels.com
We also accept candidates to fill out applications Monday-Friday from 9:00am-4:00pm