



**DOYON'S FAMILY OF COMPANIES**  
**(Doyon Tourism, Inc.)**

**Human Resources Office**  
**3000 A. Street**  
**Bivin Plaza Suite 102**  
**Anchorage AK 99503**  
**1-877-DOYON HR**  
**1-877-369-6647**

**JOB DESCRIPTION**

|                         |                                       |                      |  |
|-------------------------|---------------------------------------|----------------------|--|
| <b>JOB TITLE</b>        | Prep Cook                             | <b>LOCATION</b>      | Denali National Park-<br>Denali River Cabins |
| <b>TYPE OF POSITION</b> | Seasonal/Full Time                    | <b>POINT OF HIRE</b> | Fairbanks/Anchorage                          |
| <b>SCHEDULE</b>         | Varies                                | <b>HOURS</b>         | 40-50 hours/week                             |
| <b>REPORTS TO</b>       | Kitchen Manager<br>Operations Manager | <b>FSLA STATUS</b>   | Non-Exempt                                   |
| <b>STARTING PAY</b>     | \$9.00 p/h                            | <b>AFTER 90 DAYS</b> |  |
| <b>DATE POSTED</b>      |                                       | <b>DATE CLOSED</b>   | Until filled                                 |

**JOB SUMMARY:**

Assists the cook with daily preparation of menu items for breakfast, lunch and dinner. Cleans all food service areas daily. Fills in for dishwasher and washes dishes and pots and pans.

**ESSENTIAL FUNCTIONS:**

- Performs any combination of the following duties:
- Washes, peels, cuts, and seeds vegetables and fruits
- Cleans, cuts, and grinds meats, poultry, and seafood.
- Dips food items in crumbs, flour, and batter to bread them.
- Stirs and strains soups and sauces
- Weighs and measures designated ingredients
- Carries pans, kettles, and trays of food to and from work stations, stove, and refrigerator
- Stores foods in designated areas
- Cleans work areas, equipment and utensils, segregates and removes garbage, and hoses garbage containers
- Performs other duties as assigned by the Kitchen Manager
- May be required to work split shifts

**KNOWLEDGE, SKILLS & ABILITIES:**

- Must be able to finish tasks in a timely manor
- Must be able to read and follow recipes

- Maintain cleanliness and product standards

**QUALIFICATIONS:**

- Previous culinary experience preferred
- Must be safety and sanitation focused
- Minimum age 18 years

**WORKING ENVIRONMENT:** The work is performed in the kitchen setting with a wide variety of people in differing functions, personalities and abilities. During mealtimes the individual will work under pressure.

**PHYSICAL DEMANDS:** An individual will be on their feet throughout their workday. Occasional lifting (1-50 lbs) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

**PREFERENCE STATEMENT:**

Preference will be given to Doyon shareholders and Alaska Natives in accordance with Title 43 U.S. Code 1626(g) and Title 42 U.S. Code 2003-2(i).

**REASONABLE ACCOMODATION:**

It is Doyon's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

**This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.**

**How to apply:**

Forward a personal letter that describes your interests, your work ethic, how you learned about us and your exact dates of availability, along with the Doyen's Family of Companies **Employment Pool Application** to:

E-mail: [rivercabins@doyon.com](mailto:rivercabins@doyon.com)

Or

Fax: 907-459-2160

**Our properties are "Drug & Alcohol-Free Workplaces". Absolutely no use by employees, of drugs or alcohol, is tolerated on property at any time.**