



VFW POST 665 – COOK (PART-TIME)

Location: Columbus, GA

Pay: \$10.00 per hour + tips

Reports To: Canteen Manager

Additional Requirements: Must enroll in direct deposit and pass a background check.

Position Overview

This position applies to all cooks, assistant cooks, and cook helpers employed by VFW Post 665. The Cook is responsible for preparing and serving a variety of foods—from short-order items to full meals—while following established recipes, safety standards, and sanitation guidelines. Assistant cooks and helpers report to the Cook; the Cook reports directly to the Canteen Manager.

Required Qualifications

- ServSafe Food Handler Certification or ability to obtain within 90 days of hire.
- Ability to prepare short-order and full-meal menu items consistently.
- Knowledge of safe food handling, sanitation, and kitchen safety practices.
- Ability to operate kitchen equipment safely and correctly.
- Ability to maintain a clean, organized, and compliant kitchen environment.
- Strong communication and teamwork skills.
- Must adhere to all Post 665 policies and standards.

Core Responsibilities

1. Attendance & Professional Conduct

- Report on time for each shift and clock in before beginning work; clock out immediately after completing duties.
- Wear clean, neat, and appropriate attire; no open-toed shoes, tank tops, or shorts.
- Maintain a clean, well-groomed appearance; fingernails must be clean and trimmed.

2. Food Preparation & Service

- Prepare daily and weekly lists of food items used and items needing replenishment.
- Follow recipes, portion standards, and preparation guidelines.
- Operate kitchen equipment properly and safely.

3. Sanitation, Safety & Kitchen Maintenance

- Maintain a clean, sanitary, and orderly kitchen at all times.
- Clean and sanitize all food-contact surfaces, equipment, refrigerators, and freezers.
- Ensure all stored products are properly labeled and dated.
- Complete full kitchen cleaning before closing, including grills, fryers, ovens, hoods, work surfaces, and floors.



4. Conduct & Customer Interaction

- No smoking or tobacco use in food preparation areas or inside the Post.
- Do not eat while waiting on customers.
- Do not allow customers into kitchen areas.
- Do not consume alcoholic beverages before or during duty.
- Maintain professional behavior and avoid derogatory or damaging conversation about the Post.

5. Workplace Rules

- Cell phones are prohibited except in emergencies; minimize personal calls.
- Family and friends are not allowed in the Post Home when it is closed.
- Do not sit at the bar unless off duty and a VFW/LAVFW member.
- Attend all employee meetings unless excused by the House Committee Chairman or Commander.

6. Additional Duties

- Perform any other duties assigned by the Canteen Manager or House Committee Chairman.