



## Job Description

Position Title: Prep Cook

☐ Exempt

Reports To: Chef

☒ Non-Exempt

Print Name: \_\_\_\_\_

Applicant/Employee Review: \_\_\_\_\_

Date: \_\_\_\_\_

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### PRIMARY PURPOSE

To prepare and cook meal items and coordinate activities in the kitchen to ensure the highest quality of food and customer service to diners.

### ESSENTIAL RESPONSIBILITIES AND RESULTS

- Prepare and season cold salads, dressing, desserts, and breakfast items.
- Measure and mix ingredients according to recipes.
- Prep's food banquets and salad bar.
- Portion food on serving plates, add gravies, sauces, and garnish to complete orders.
- Participate in preparation and serving of food for special events and banquets.
- Check safety of kitchen equipment.
- Assist with receiving and checking inventory of supplies.
- Maintain standards of cleanliness in line area.
- Assist in kitchen clean up according to departmental procedures.
- Assist Chef and Sous Chefs.
- Attend monthly kitchen safety meetings.
- Perform other related duties as requested by supervisor.

### AMOUNT OF SUPERVISION RECEIVED

This position receives occasional to frequent supervision and instructions from Sous Chef or Chef and Food and Beverage Manager. This position has no decision-making authority or authority over others.

### INTERACTION WITH OTHERS

This position interacts daily and constantly with kitchen staff and food and beverage staff. This position interacts frequently with kitchen staff personnel and food suppliers.

### SUPERVISORY RESPONSIBILITIES

This position supervises non-exempt dishwashers in the performance of their duties only. This position does not have the authority to take personnel actions.

### PHYSICAL DEMANDS

This position requires constant standing, walking, talking, hearing, bending, twisting and use of hands and fingers. This position requires occasional climbing, balancing, stooping, kneeling, crouching and reaching with hands and arms. Incumbent must occasionally be able to lift, up to 50 pounds. Must be able to use all kitchen

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equipment including knives, slicers, mixers, blenders, tenderizers, and oven, broiler, grills roasters and steam kettles. Good close, color and peripheral vision and ability to adjust focus are required.

### **WORK ENVIRONMENT**

This position work primarily indoors and is frequently exposed to hot, humid non-weather conditions in kitchen. This position constantly works near moving mechanical parts, extremely hot equipment and foods and is exposed to fire. This position is frequently exposed to sharp kitchen instruments and occasionally is exposed to risk of electrical shock. A moderate to loud noise level is typical for the work environment of this job.

### **USE OF DISCRETION AND INDEPENDENT JUDGMENT**

This position represents the company daily and must portray a professional appearance and demeanor.

### **EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS**

This position represents the company daily and must portray a professional appearance and demeanor.

### **QUALIFICATIONS REQUIRED**

- Education: None
- Experience: No experience required. Ability to use common kitchen instruments and equipment is preferred.
- Communication skills: Good oral and written communication skills are required. Ability to follow recipes. Ability to understand verbal and written instruction sin English.
- Mathematical skills: Sufficient math skills to make food preparation measurements.
- Computer skills: None required.
- Reasoning ability and other skills. Good time management and organizational skills required. Knowledge of sanitation and safety required. Requires flexibility for scheduling purposes.
- Certificates, licenses: Requires food handler's certification.

#### Distribution Upon Completion

Original: Human Resources

Copy: Manager

Copy: Employee