



JOB TITLE: Prep Cook
DEPARTMENT: Kitchen
REPORT TO: Executive Chef
DATE REVISED: March 6, 2017
CLASSIFICATION: Non Exempt; part-time or full-time

Prep cooks are responsible for preparing and/or directing the preparation of food to be served complying with all applicable sanitation, health, and personal hygiene standards and following established food production programs and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares all food items to order, following standard recipes and procedures within specified time limits.
- Preps assigned items according to the Prep Lists, Firing Chart and par levels set by management.
- Properly measures and assembles ingredients required for preparing the standard recipes. Cuts and/or portions meat, fish and poultry.
- Ensure that leftover food is stored properly.
- Cleans, organizes and maintains walk-in refrigerator, reach-in refrigerator, cooler drawers, prep and dry storage area.
- Maintains prep area in a clean, sanitary and safe manner
- Rotates product according to "First IN, First Out" to maintain shelf-life standards.
- Understands and complies with food safety and temperature standards.
- Perform kitchen maintenance tasks such as emptying the trash and washing dishes, and testing the temperature of food at specified intervals.

JOB SPECIFICATIONS:

- Must have a high school diploma or equivalent
- Some experience in food preparation helpful but not required
- Must be at least 21 years old
- Assist the Executive Chef in the menu preparation process
- Projects and assignments are completed thoroughly, professionally and with care in a timely manner.
- Adjusts to high pressure situations and is open to change.
- Conducts themselves (acts & dresses) professionally at all times while setting the standard for all team members.
- Must have general knowledge of kitchen related equipment



OTHER RESPONSIBILITIES:

- Follow safe and proper procedures in the course of daily work
- Perform opening and closing duties as appropriate
- Knowledge of where and how everything is stored
- Arrive on time and demonstrate effective time management
- Flexible with job duties
- Able to work all shifts and holidays
- Arrive 15 minutes prior to assigned shift
- Report to managers when something is broken or needs repair
- Follow written and verbal instructions
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned
- May be required to do some heavy lifting