

# Job Description

**Title:** PREP COOK

**Reports to:** Kitchen Manager

## Summary of Position:

---

Cook and prepare a variety of food products including meats, seafood, poultry, vegetables, sauces, stocks, breads and other food products using a variety of equipment and utensils according to the Daily Prep List.

## Duties & Responsibilities:

---

- Complete opening and closing checklists.
- Refer to Daily Prep List at the start of each shift for assigned duties.
- Prepares a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.
- Understands and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- Portions food products prior to cooking according to standard portion sizes and recipe specifications.
- Maintains a clean and sanitary work station area including tables, shelves, walls grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range and refrigeration equipment.
- Closes the kitchen properly and follows the closing checklist for kitchen stations. Assists others in closing the kitchen.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Promptly reports equipment and food quality problems to Kitchen Manager.
- Inform Kitchen Manager immediately of product shortages.
- Uses our Standard Recipe Card for preparing all products. Do not rely on the memory of yourself or other employees.
- Performs other related duties as assigned by the Kitchen Manager or manager-on-duty.

## Qualifications:

---

- A minimum of 1 year of experience in kitchen preparation and cooking.
- At least 6 months experience in a similar capacity.
- Must be able to communicate clearly with managers and kitchen personnel.
- Be able to reach, bend, stoop and frequently lift up to 40 pounds.
- Be able to work in a standing position for long periods of time (up to 5 hours).