



<b>Position Title:</b> Prep Cook (Non-exempt)	<b>Department:</b> BOH (back of the house)- Kitchen
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**Reports to: Kitchen Manager**

**Job Summary**  
The Prep Cook will perform routine kitchen tasks such as setting up workstations and ingredients to prepare for proper execution of recipes.

**Essential Functions**

- Complete prep forms.
  - Label and stock all ingredients on shelves so they can be organized and easily accessible. Follow FIFO (First in first out) procedures.
  - Measure ingredients and seasonings to be used in cooking.
  - Prepare cooking ingredients by washing and chopping vegetables, cutting meat, etc.
  - Undertake basic cooking duties such as reducing sauces, parboiling food, etc.
  - Maintain a clean and orderly kitchen by washing dishes, sanitizing surfaces, taking out trash, etc.
  - Ensure all food and other items are stored properly.
  - Comply with nutrition and sanitation guidelines.
  - Assist the rest of the kitchen as needed.
  - Responsible for thaw-pulls.
  - Ensure quality of ingredients used for prepping.
  - Maintain products in walk-ins and freezer.
  - Review bathroom cleanliness (per training guidelines).
  - Perform other duties as assigned.
- Experience and Education:
- Previous Prep Cook experience and/or training preferred.
  - Food Handlers card (as required per location).
  - Ability to work on a brigade-style line.

**Physical Requirements**

- Frequently stoop, kneel, crouch, or crawl,
- Stand, walk, climb stairs, balance;
- Use hands to grip, handle, feel, reach.
- Use cleaning compounds and cleaning products.
- Exposure to hot and/or cold temperatures.
- Lift 50 pounds at waist or shoulder level. Over 50 pounds requires usage of lift-assists.
- Requires normal color vision.

Employee Signature: \_\_\_\_\_

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