



Position Title: Prep Cook (Non-exempt)	Department: BOH (back of the house)- Kitchen
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 <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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: _____