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| **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** | |
| * 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. * This is a Safety Sensitive position due to the requirements of working with sharp tools and machinery. | |

Employee Signature: Date: