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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.
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| **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.
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Employee Signature: Date: