

SWEET T'S RESTAURANT + BAR, LP

JOB DESCRIPTION

Name:	FLSA Classification: Non-exempt
Job Title: Prep Cook	Pay Rate: \$18-\$25/hr DOE
Reports To: BOH Manager	Position Type: FT/PT

SUMMARY/OBJECTIVE:

Responsible for prepping components of various dishes to help ensure high-quality, consistent dishes are served to guests.

DUTIES AND RESPONSIBILITIES:

- Follows prep list created by line cook and BOH manager
- Label and stock ingredients for easy accessibility
- Ensures food items are stored properly
- Complies with sanitation and safety standards
- Sets up workstations and ingredients so that food can be prepared according to recipes
- Prepare elements of dishes such as sauces and other ingredients
- Preps ingredients for dishes such as processing produce and making desserts
- Weighs and portions out ingredients for dishes
- Helps to maintain kitchen cleanliness
- Receives shipments and process those for easy access during service
- Notifies appropriate staff of shortages
- Monitors quality of ingredients being processed
- Keeps records of the quantities of food used
- Assists cooks and other kitchen staff with various tasks as needed
- Performs other duties as assigned

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SUPERVISORY RESPONSIBILITIES:

- None

SKILLS AND QUALIFICATIONS:

- Previous kitchen experience
- Knowledge of health and safety rules in a kitchen

- Strong communication skills
- Ability to work well under pressure
- Ability to follow safety guidelines when operating manual and electric appliances
- Ability to practice safe knife use
- Current ServSafe Certification
- Ability to lift up to 40 pounds
- 18 years or older, or able to furnish a work permit

PHYSICAL REQUIREMENTS:

- **Manual Dexterity** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects
- **Arm – Hand Strength** – The ability to lift up to 40 pounds
- **Speech Recognition** – The ability to identify and understand the speech of another person
- **Extent Flexibility** – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs
- **Arm/Hand Steadiness** – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position

WORKING CONDITIONS:

This work can often be strenuous. This job may require worker to stand for hours at a time while cleaning or preparing ingredients. Lifting heavy items, up to 30 pounds, may be required.

The kitchen is a fast-paced environment and may be stressful.

WORKING ENVIRONMENT:

Prep cooks spend most of their shift in a kitchen. There may be hot ovens and slippery floors. A prep cook can expect to work in close proximity to co-workers.