



Job Title:	Prep Cook
Department:	Kitchen
Reports to:	Food Service Supervisor
Primary Location	Kitchen

FLSA Status	Non-exempt
Prepared by	LW/TM/ARH
Approved by	ARH
Date	02/14/2019

Basic Function

Primary function is to prepare outstanding nutritious, appealing and flavorful meals for older adults in a high-volume environment faced paced environment.

Essential Duties and Responsibilities

- Follows standardized recipes in an efficient and timely manner.
- Follows proper food safety and sanitation practices.
- Ensures accurate and timely completion of all food preparation.
- Utilizes quality control measures to ensure meal production meets standards.
- May direct activities of Food Service Associates, Volunteers and Community Service workers.
- Maintains clean and organized work environment.
- Cleaning and sanitizing of equipment and work surfaces as required.
- Basic understanding of chemical use.
- Proper tear down, setup, and cleaning of equipment.
- Dishwashing including manual dishwashing and use of commercial dishwasher.

Skills

- Basic math and counting skills.
- Able to multi-task and/or switch job duties quickly.
- Must be a team player and work well in groups.
- Excellent communication skills.
- Proficient knife skills.
- Decision making and problem solving skills, often with minimal supervision.
- Able to operate all foodservice equipment.

Education/Training/Experience Required

- Previous food preparation experience.
- ServSafe Certification required/ability to obtain certification within 90 days of hire.

- Basic computer skills.
- Must be 18 years of age or older.

Physical Demands

- Ability to lift 50 pounds.
- Bending, lifting, twisting, 8 plus hours standing/walking.
- Requires repetitive hand motions using utensils requiring gripping, and wrist motion.

Work Environment

- Requires ability to work in walk-in cooler/freezer for extended periods of time.
- Requires ability to work in hot kitchen conditions for extended periods of time.
- Requires use of cleaning and sanitizing chemicals on a daily basis.
- Work environment will have a moderate level of noise.
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Disclaimer

- The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The listed duties may be changed at the discretion of the incumbent's manager/supervisor.
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I certify that I am able to perform the functions of this job with or without accommodation. I have received a copy of this job description.

- Are there any job tasks or functions of this job you are unable to perform? Yes No

If yes, explain: _____

- Do you need accommodation to perform any functions or tasks of this position? Yes No

If yes, explain: _____

Employee Signature: _____

Date: _____

*** All qualified candidates will receive consideration for employment without regard to race, creed, color, religion, national origin, gender, gender identity, sexual orientation, disability, marital status, height, weight, or age. ***