



## **Job Description – Prep Cook**

As a Prep Cook at the Cutting Board Bakery and Café, you will be running the back of the house operations. You will be creatively preparing and putting together entrees and customer orders. You will ensure food is prepared and stored according to municipal guidelines and perform kitchen maintenance tasks such as emptying the trash and washing dishes.

**Reports to:** Manager

**Classification:** Hourly, Non-Exempt, 20 – 35 hours per week

A Prep Cook is responsible for the following:

### **Customer Service and Accountability**

- Maintains positive attitude in the workplace
- Is honest and promotes the values and mission of The Cutting Board
- Accurately prepares food and customer orders in a timely manner
- Responds appropriately to customer concerns
- Handles food complaints in a professional manner and makes sure to address them with Management
- Adheres to company dress code
- Maintains a respect for food and the high quality standards that our customers expect
- Respects peers and management by being on time for their scheduled shift and finding someone to cover shifts when they are unable to work
- Adheres to appropriate standards of behavior in the workplace and to behaviors outlined in the Employee Handbook
- Ensures accountability of company funds and inventory

### **Product Quality**

- Knowledgeable of the menu and how to make each item
- Adheres to all Company recipes and measurements
- Maintains the highest level of standards for all meal preparation including food temperature, presentation and storage of leftovers
- Ensures even and consistent cooking by using methods such as tasting, smelling, or piercing with utensils to make food has been cooked correctly
- Produces superior product presentation with consistent portion sizes, arrangement and garnishing of food

- Proficiently and safely utilize a wide range of kitchen tools and utensils, including but not limited to chopping knives, vegetable grinders and other mechanical equipment
- Regulate temperature of ovens, soup wells, warmers, and other existing warming and cooling equipment
- Wash, peel, cut and seed fruits and vegetables to prepare them for consumption
- Bake breads, rolls, cakes and pastries
- Follows health, safety and sanitation guidelines for all products
- Responsible for maintaining preparation and warming/cooking equipment, dishware and flatware throughout the day and thoroughly cleaning at end of business day
- Keeps work area clean, dishes washed and trash or compostable under control so that co-workers and management can locate resource and products as needed and the kitchen remains a safe working environment for all employees

**Teamwork and initiative**

- Communicates with co-workers and management to solve problems and improve the quality of food, kitchen operations and customer service
- Maintains continuous communication with co-workers during peak business hours
- Works with co-workers and management to effectively implement change
- Contributes to a positive work environment
- Assists in completing the opening and closing checklist
- Makes an effort to improve job skills, knowledge and education
- Initiates suggestive selling and sampling of products
- Does what needs to be done when asked
- Contributes to the profitability of the café by finding new methods of selling products

**Qualifications**

No previous cooking or kitchen experience is required but is preferred. Ability to operate and use equipment necessary for kitchen operations, communicate effectively with co-workers, guests and management, handle multiple tasks at one time, work varied hours and days based on business needs, work weekly special events or outside of business hours to prepare for special events or catering, and work successfully as part of a team under pressure and maintain positive moral and professional attitude. Job will require occasional lifting of up to 40lbs and ability to stand for long periods of time, as well as frequent and repetitive work.

**Employee Acknowledgment**

I have read and understand the qualifications for this job and understand what is expected of me to preform my job function. I understand my job responsibilities can change according to the operational needs of the business.

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Name

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Date