

# **JOB DESCRIPTION**

Job Title: Prep Cook

Department: Kitchen

Reports to: Kitchen Manager

## **SUMMARY**

Primary responsibility is to prepare food items for cooking in the prescribed method. Must ensure that all food products have been prepared correctly.

## **PRIMARY RESPONSIBILITIES**

1. Prepares all food products according to the prescribed methods.
2. Maintains the highest level of food quality obtainable.
3. Receives and stores all products as prescribed.
4. Maintains a clean and safe kitchen.
5. Follows all health and safety regulations.
6. Follows all restaurant regulations.
7. Controls waste.
8. Communicates all problems and ideas for improvement to management.
9. Communicates and works together with coworkers as a team.
10. Arrives on time and ready to work.
11. Attends all meetings.
12. Fills out all forms as prescribed.
13. Maintains all equipment and utensils.
14. Organizes all areas of the kitchen.
15. Follows proper rotation procedures.
16. Labels and dates all products prepared.
17. Follows management instructions and suggestions.

## **ADDITIONAL RESPONSIBILITIES**

All other duties as assigned.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

1. High school diploma.

## **WORKING CONDITIONS**

High noise levels, hot, must be able to lift 50+ pounds.