

**FOCUS: BANQUET OPERATIONS****Agenda: Banquet Structure****Topic: Job Focus, Prep Cook****POSITION TITLE: Prep Cook****ACCOUNTIBILITY: Chef**

**POSITION SUMMARY:** This entry level kitchen position works under the leadership of a senior member of the kitchen staff, and is responsible for assisting in meal preparation of meals, food storage, kitchen maintenance, and other such kitchen duties that may be assigned. Responsible for setting up and performing initial prep work for food items such as soups, sauces, salads, etc. Ensures stations have needed products and equipment. Prepares a variety of cold food items such as salads, sandwich meats, sandwiches, dressings, soups and sauces. Wash, peel, slice and mix vegetables, fruits and other ingredients for salads, cold set-ups and garnishes. Slice meats and cheeses

**JOB RESPONSIBILITIES**

- Prepare vegetables and salads– wash, peel and/or cut vegetables.
- Prepare meat - trim fat and bones from meat, as well as prepare pork, ham, steak, poultry and game birds for cooking or grilling
- Prepare ingredients – measure and weigh ingredients to be added to dishes made by cooks or chefs.
- Prepare kitchen - ensure the cleanliness the kitchen, pots, pans, utensils and all other dishware.
- Prepare ovens and stoves - ensure that ovens and stoves remain at appropriate temperatures by chopping vegetables, making salads, and putting together entrees
- Test temperature of food at specified intervals
- Wash, peel, dice and chop foods according to Chef's requirements.
- Be able to follow recipes for making homemade soups and sauces, vinaigrettes and emulsifications.
- Understand simple mathematical calculations in order to follow recipes.
- Learn to run certain electrical kitchen equipment in a safe and sanitary fashion.
- Follow restaurant's spec sheets on portion control
- Wash and clean all utensils, preparation equipment and counters required for production in the pantry area in accordance with industry standards for proper kitchen sanitation.
- Follows recipes and/or product directions for proper food preparation
- Transfers supplies and equipment between storage and work areas by hand or cart

**POSITION TITLE: PREP COOK**

**JOB RESPONSIBILITIES** (cont'd)

- Prepares appropriate equipment for cooking
- Operates kitchen utensils and/or equipment used for weighing, measuring, mixing, washing, peeling, cutting, grinding, stirring, straining, slicing, assembling and kneading of food products
- Ensures proper food handling procedures are followed: wrapping, labeling, dating, stocking, storing, rotating and checking temperature of products
- Receives and inventories food and beverage product and supplies
- Cleans and sanitizes work station and equipment
- Performs such other related duties as directed or required

**SKILLS REQUIRED**

- Familiarity of common vegetables
- Basic knife skills
- Must possess a sense of awareness, timelines, urgency, humor, and common sense.

**QUALIFICATIONS**

- Related experience in kitchen or fast food operation.
- Must be able to speak clearly and listen attentively.
- Must be able to write legibly as well as read and understand directions and instructions.
- Appearance must be in compliance with company guidelines;
- Must have current State food handle or ServSafe certification.
- Must be service and safety oriented.
- Must provide company approved slip resistant shoes

**PHYSICAL DEMANDS**

- Good physical energy, stamina and agility.
- Will be required to perform diverse physical tasks.
- Must be able to stoop, bend, grasp, and perform repetitive motions.
- Some walking and stair climbing.
- Exposure to wet floors.
- Must be able to stand for extended periods of time.
- Must be able to lift up to 25 pounds frequently.