



Prep Cook Job Description

Reports to: Food Service Manager

FLSA: Fulltime Hourly Non-Exempt

Summary:

Under the direct supervision of the Food Service Manager, the Prep Cook is responsible to assist in all aspects of food production and kitchen operations for SourcePoint's food service operations, which include but are not limited to food preparation, cooking, cleaning, setup and teardown for events, dishwashing, packing meals, and stocking inventory.

Essential Job Functions and Expectations:

- Follow prep list created by chefs to plan duties
- Undertake basic cooking duties, such as preparing sauces, roasting vegetables, etc.
- Follow recipes to ensure nutritional standards are met
- Prepare cooking ingredients by washing and chopping vegetables, cutting meat, etc., as required
- Prepare recipes in high volume in a timely manner
- Label, stock, and rotate all ingredients so they are organized and easily accessible
- Check inventory to ensure next day meal supplies are in stock
- Ensure all food and other items are stored properly
- Maintain highest standard of cleanliness of the kitchen and nutrition area, as well as equipment in area
- Follow all health department guidelines and requirements as posted
- Exhibit understanding of and commitment to SourcePoint's pursuit of excellence in customer service
- Maintain a thorough understanding of all programs and services provided and supported by SourcePoint. This would include an understanding of SourcePoint's programs, as well as an understanding of the programs supported through our partnerships
- Attend all required trainings and staff meetings
- Work catering events, including prep and clean up, as directed
- Work nights and weekends, as directed

Qualifications:

- High school diploma or equivalent
- 1 – 2 years' experience in food prep and production preferred
- Ability to read, write and communicate clearly
- Ability to follow instructions and work cooperatively with others

- Ability to maintain required records
- Ability to meet multiple deadlines
- Maintain valid driver's license and proof of insurance
- Willingness to promote a positive work culture both within the organization and in the community
- Perform duties in a smoke free environment
- Maintain appropriate personal hygiene
- Must be creative and have the ability to deal with ambiguity and change on a routine basis
- ServSafe Training Certification
- Must be willing to submit to and pass criminal background checks per agency policy

Essential Physical Requirements/Working Conditions:

- Ability to lift 20-50 lbs., stand for prolonged periods, and withstand extreme hot and cold temperatures on a regular basis
- Ability to safely navigate uneven terrain and stairs
- Must be able to remain in a stationary position for long periods

Other:

It is recognized that in any organization, particularly a small organization, it is necessary to assume new responsibilities appropriate to ensure a smooth continuity of operations with the organization. Not only is the Prep Cook employee required to wear many hats, that person must be familiar with the work of others to the point of being able to fill in on a temporary basis. As organizational needs will emerge at times and be assigned to the Prep Cook.

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Updated August 2021

Employee Signature

Date