



Kitchen Utility Prep Job Description

Reports to: Food Service Manager

FLSA: Full-time Hourly Non-Exempt

Summary:

Under the direct supervision of the Food Service Manager, or Executive Chef in the manager's absence, the Kitchen Utility Prep 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, doing dishes, packing meals, and stocking inventory.

Essential Job Functions and Expectations:

- Follows prep list created by Executive Chef and/or Sous Chef to plan daily duties
- Prepares cooking ingredients by washing and chopping vegetables, cutting meat, etc., as required, ensuring the quality of product used
- Follows recipes as written to ensure required nutritionals are met
- Packs hot meals according to daily numbers provided by the administrative team
- Ensures sides are packed appropriately for all daily menu options (breads for sandwiches, condiments, dressings, etc.)
- Checks inventory to ensure next day's meal supplies are in stock
- Ensures all food and other items are labeled, dated, and stored properly
- Assists with quarterly inventory
- Assists with unloading of shipments, dating of items, and placing in storage using the FIFO (first in, first out) method, as instructed
- Maintains the highest standard of cleanliness of the kitchen and equipment in the Nutrition department
- Follows all health department guidelines and requirements as posted
- Attends and participates in all staff meetings, training sessions, and in-service educational programs, as required
- Works catering events, including prep and clean up, as directed
- Works nights and weekends as directed
- Maintains 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
- Exhibits an understanding of and commitment to SourcePoint's pursuit of excellence in customer service

Qualifications:

- Experience with nutrition service programs preferred
- Ability to read, write and communicate clearly
- Ability to follow instructions and work cooperatively with others
- Ability to maintain required records
- Able to multitask to ensure deadlines are met
- 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 Kitchen Utility Prep 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 Kitchen Utility Prep.

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Updated December 2021

Employee Signature

Date