

EMERALD HEIGHTS

Job Description

Job Title:	Prep Cook
Department:	Food Services
Classification:	Hourly; non-exempt
Reports to:	Executive Chef
Grade:	12

Job Overview

The Prep Cook assists the cooks in the preparation and service of menu items and performs a number of kitchen activities including pot washing, dish washing, general cleaning duties and storing food and non-food supplies.

DUTIES AND RESPONSIBILITIES

- Assist cooks in preparation and service of various foods in assigned work situations including pantry items, salads, soups, sauces, and with pre-preparation of ingredients for entrees.
- Assist cooks in the preparation of basic dessert items as well as breakfast items for residents and patients.
- Stock and refill salad bar, and maintain cleanliness of the salad bar.
- Stock the hot buffet unit for meal service.
- Remove all food from the serving lines at the end of a meal period.
- Store and properly handle raw or prepared foods and non-food supplies.
- Wash dishes and pots.
- Operate dish washing equipment.
- Distribute and store clean pots, dishes and utensils.
- Clean and sanitize production equipment, work surfaces and kitchen according to cleaning schedules and procedures.
- Empty trash containers as required.
- Maintain assigned work station in a safe and sanitary condition.
- Handle food in a manner that is consistent with local health department guidelines.
- Follow proper food handling techniques and coordinates the use of time, material and equipment to avoid waste and unnecessary expense.
- Maintain acceptable standards of personal hygiene.
- Comply with department's dress code.
- Follow safety regulations, reporting injuries or any unsafe conditions and work practices to the supervisor.
- Attend in-service training and education sessions as assigned.

REQUIREMENTS

- Able to read, write, speak and understand the English language.
- Previous experience preferred of at least 3 months.
- Must be able to follow oral and written instructions.
- Fundamental understanding of sanitation, cleanliness and personal hygiene.
- Food handler's card required.
- Regular, predictable, and dependable attendance.

Physical Demands

- Requires moderate physical efforts. Standing, carrying, bending, stretching, stooping, pulling and pushing, lifting of weights up to 50 pounds.

Working Conditions

- Exposure level to bloodborne pathogens: Level III.
- Working conditions involve, noise, heat, changes in temperature, kitchen elements, odors, moisture, etc.
- May be required to work additional hours as dictated by the work load and staffing.
- Must be willing to work evenings, weekends and holidays.

Job Description Change

Every effort has been made to make this job description as complete as possible. However, this job description may be changed without notice when in the best interest of Emerald Heights. When changes are necessary, a written addendum will be added to this job description.

Statement of Understanding:

I have read this job description and understand its contents. I also understand this job description is not intended to be and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or working conditions associated with my position.

I further understand that my employment is at will, and thereby understand that my employment may be terminated at will by Emerald Heights or myself with or without notice.

Employee Signature

Date

Supervisor

Date