



*Our Mission: to end hunger and leverage the power of food to build a healthier community.  
Our Vision: a healthy hunger-free, community.*

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**Revised:** May 2016  
**Title:** Prep Cook  
**Department:** Kitchen  
**Reports to:** Production Manager  
**Status:** Hourly, Non-exempt, Full time

### **General Description**

The Prep Cook is responsible for assisting with daily meal preparation based on program menus and recipes; according to work production sheets and in compliance with Department of Health and food safety standards. The Prep Cook is required to cross train in all areas of the kitchen; however, this positions primary focus is on expediting. In this expediting role the Prep Cook must act as a liaison between the kitchen and the delivery drivers to ensure that all meal components are staged for timely and accurate delivery. The expediting prep cook must be very organized, detail oriented and able to work effectively in fast paced work environments.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

#### Expediting Duties

- Responsible for ensuring quality control of meals by reheating and/or cooking food to the required temperature
- Inspects menu items to ensure that all meal components comply with food safety and quality standards.
- Responsible for coordination and consolidation of all outgoing food items from the kitchen, including milk, snack and breakfast
- Stages items needed for route deliveries, pull/wraps food to place in cambros for delivery
- Ensures that all meal components leave the kitchen for route delivery on time and accurately

#### Production Duties

- Assists in the daily preparation of a wide variety of foods.
- Applies basic math necessary for recipe conversion of quantities needed for food preparation.
- Follows written recipes and oral instructions as well as reporting, writing any variations to recipes.
- Stores and disposes of excess food properly.
- Uses and cares for institutional kitchen equipment and utensils on a daily basis
- Washes, sanitizes and stores dishes, tableware, kitchen utensils, scrub counters and tables, mop floors according to health department/food safety guidelines.
- Stores food and supplies in accordance with food safety regulations, and keeps required records and logs.
- Completes production sheets for each food component prepared.
- Maintains a safe work environment at all times. Follows all safety procedures and abides by company policies.
- Attends mandatory training's as required
- Reports to work on time everyday and maintains a good attendance record.
- Performs all work-related duties as assigned by Production Supervisor/Manager.

## **Minimum Qualifications**

- ServSafe certification strongly preferred.
- 1+ years expediting experience preferred
- Experience working in a fast paced work environment required
- Knowledge of food safety regulations required
- Experience and knowledge of quantity food preparation and use of equipment used in food preparation strongly preferred
- Ability to apply basic math necessary for recipe conversion
- Ability to take oral and written instructions and follow through efficiently.
- Must work well with others in a team oriented environment.
- Ability to withstand a wide range of temperatures in the kitchen.
- Ability to lift and carry items or objects weighing up to 30 lbs – 50lbs.
- Ability to operate kitchen equipment as required.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk and hear. The employee is frequently required to use hands to handle or feel items such as documents and utensils. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Must be capable of standing and walking for long periods of time

The job requires repetitive movements like bending, crouching, kneeling, lifting and carrying materials and equipment weighing up to 50 pounds.

## **Work Environment**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environment is fast paced in hot conditions.

The noise level in the fast-paced work environment is usually moderate.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees in this job will follow other instructions and perform other related duties as required.*

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### **The Foodlink Way**

- ✧ Passion and commitment to our mission ✧ Going above and beyond what is required
- ✧ Seeing our roles as more than just a job ✧ Proactively seeking improvements ✧ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

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