

**Revised:** February 2017  
**Title:** Prep Cook  
**Department:** Kitchen  
**Reports to:** Production Supervisor, Production Manager  
**Status:** Hourly, Non-exempt, Full time

### **General Description**

Working as part of a team, the Prep Cook is responsible for assisting with the preparation and expediting of meals on a daily basis. The Prep Cook must work in compliance with Foodlink processes and procedures in order to ensure the highest level of food safety and quality.

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

- Assists in the daily preparation, assembly and expediting of a variety of foods and meal components including soups, entrees, sandwiches, fruits, vegetables, salads, breads and desserts in large quantities.
- Follows written recipes and oral instructions with regard to meal preparation
- Stores food and supplies in accordance with instructions and food safety standards
- Keeps all records and logs in accordance with instructions and food safety standards
- Completes production sheets for each food component prepared.
- Follows company protocol with regard to the operation, maintenance and sanitation of institutional kitchen equipment and utensils.
- Uses personal protective equipment as required for use of kitchen equipment and cleaning chemicals
- Follows daily cleaning and sanitation schedule as instructed; Wash, sanitize and store dishes, tableware, kitchen utensils, scrub counters and tables, mop floors, and dispose of wastes according to health department guidelines.
- Attends mandatory training programs as required
- Cross-trains and assist in various areas of the kitchen as assigned
- Maintains a professional attitude and appearance at all time
- Performs all work-related duties as assigned

### **Minimum Qualifications**

- High school diploma or GED or equivalent combination of education and experience.
- Must be ServSafe Level 2 certified.
- 1+ years experience in food service. Large scale food production experience preferred
- Working knowledge of food safety requirements and health department guidelines
- Experience and knowledge of large scale food preparation and use of industrial kitchen equipment
- Basic math skills necessary for recipe conversion of quantities needed for food preparation.
- Ability to take oral and written instructions and follow through efficiently
- Must work well in a team environment
- Manual dexterity is necessary to shred, chop, assemble and mix foods.
- Ability to withstand a wide range of temperatures in the kitchen.
- Stamina to stand and walk on hard flooring for long periods of time.
- Ability to work with chemical cleaning agents.
- Strength to lift and carry food items or objects weighing up to 50lbs.
- Ability to properly operate kitchen equipment is 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. 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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**To Apply:** Submit a cover letter and resume in person or by mail to the address below or via email to [HR@foodinkny.org](mailto:HR@foodinkny.org). Only serious applicants should apply. Only qualified applicants will be contacted.

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Foodlink is an equal opportunity employer.