



# Foodlink

NOURISHING LIVES

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## Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

## Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity.

Together, we work to create a more nourished, prosperous region.

## Our Values

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

**Compassion** - treat all with dignity & respect; build kinship with those we serve

**Innovation** - say yes; avoid complacency risk failure in the pursuit of ending hunger

**Collaboration** - build a shared vision, create synergies, maximize resources

**Agility** - respond urgently to the ever-changing needs of our community

**Stewardship** - maximize the impact of every dollar, donation and asset

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## Job Title: Prep Cook

**Department:** Kitchen

**Reports to:** Sous Chef

**Status:** Full Time, Hourly, Non-Exempt

**Shift:** M – F 7:30 am – 4:00 pm

## SUMMARY

Working as part of a team the Prep Cook may be assigned to various areas and responsibilities within the kitchen including hot/cold meal prep, snack counting/organizing, expediting and sanitation. The Prep Cook works in compliance with Foodlink processes and procedures to ensure the highest level of food safety and quality at all times.

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## KEY 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 hot and cold entrees, fruits, vegetables, salads, breads in large volumes for school age children and seniors.
- 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
  - Serves as a point person and acts as role model for Foodlink Career Fellowship participants, demonstrating professional behavior at all times.
  - Performs all work-related duties as assigned
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## QUALIFICATIONS & COMPETENCIES

- 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 50 lbs.
- Ability to properly operate kitchen equipment is required.

We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.

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## SALARY AND BENEFITS

This is a full time, year-round position, paid on an hourly basis. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

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## 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 sit and talk or 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. This position regularly requires the individual to lift objects weighing up to 50lbs.

## 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. The noise level in the work environment is usually quiet Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees will follow other instructions and perform other related duties as required.

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*Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.*