



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

Job Title: Prep Cook

Department: Kitchen Operations

Reports to: Sous Chef

Status: Full-Time, Hourly, Non-Exempt

Job Level: #2

Updated: April 2023

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.

KEY RESPONSIBILITIES

- 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
 - 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

- 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.

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

SALARY AND BENEFITS

This is a full-time position paid on an hourly basis, starting at \$17.00/hr. 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.

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, stand and talk and hear. The employee is frequently required to use hands to handle or feel items such as documents. The employee is frequently required to stand and walk for long periods of time. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Able to lift bulk objects or objects 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. 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.

Diversity, Equity, & Inclusion

Foodlink is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. At Foodlink we believe that anti-hunger work is only possible with a commitment to removing barriers caused by systems of oppression that perpetuate hunger and poverty. We recognize that systematic injustice and bias disproportionately impact some identities more than others.

Foodlink is actively working to center equity- the fair treatment of all people- in everything that we do so that everyone in our region has access to nourishing food that reflects and values cultural differences.

Foodlink is committed to listening and supporting solutions to hunger that are sourced from people and communities with lived/living experience of hunger and poverty, and to responding where inequities exist.

Foodlink is committed to taking great care to cultivate internal culture and practices that support diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. We aim to foster an environment in which everyone feels a sense of belonging and understands their connection to the Foodlink mission.

Foodlink employees have a responsibility to always treat others with dignity and respect. Employees are expected to always exhibit conduct that reflects our values and promotes equity and inclusion during work, and at work functions.