

## JOB DESCRIPTION

Revised: 2/6/2018

**TITLE: KITCHEN ASSISTANT/ PREP COOK**

CLASSIFICATION: Non-exempt, Hourly

DEPARTMENT: Nutrition Services

ACCOUNTABILITY: Head chef /Head chefs Assistant

PRIMARY FUNCTION: Responsible for one or more elements of preparation of hot and/or cold ingredients. Also responsible for inventory of food and supplies and clean-up activities related to the food station.

TYPICAL WORK CONDITIONS: Work is performed in the kitchen. Involves lifting and basic counting, measuring and verification. Uses a variety of kitchen equipment. Interacts primarily with kitchen employees.

### ESSENTIAL JOB FUNCTIONS:

1. Prepare raw product for next day use. Specific foods prepared vary by menu needs and includes activities such as: cooking chicken, slicing meat, precooking pasta, cutting vegetables, preparing salads and salad dressings, cooking puddings, baking, bagging individual items.
2. Prepare all items on the daily prep task board according to written recipes and procedures. May involve washing, cutting, cooking, pre-cooling and placing all prepped ingredients in labeled containers. Consult with Head chef regarding sequence of importance.
3. Use a variety of kitchen tools and equipment for required tasks. Confirm all ingredients are in stock 48-24 hours prior to use.
4. Clean assigned work areas according to posted schedule. Perform other clean-up activities as assigned by the Food Service Manager.
5. Follow all safety and sanitation practices. Complete daily and weekly tasks as listed on position sanitation sheets.
6. Perform other Task as assigned by the Head Chef

### ESSENTIAL JOB FUNCTIONS – UNIQUE TO POSITION

#### Salad/Prep:

1. Prepares meat, pasta, vegetables, salads and salad dressings according to written recipes and procedures.
2. Keep inventories on supplies and send out to sites as ordered on Tuesday & Thursday.
3. Send out frozen meals for weekends and holidays.
4. Send out Brunch items on Thursdays.
5. Clean and maintain storeroom. Rotate stock according to policies.
6. Clean walk-in refrigerator, removing outdated food on a weekly basis.
7. Distribute and collect sanitation sheets on all positions weekly.
8. Fill out Daily Usage Sheets and submit to FSM at end of each day.

9. Assist with SRHD meal pack-up.
10. Assist with special functions.

Cold:

1. Prepare desserts such as Jell-O and pudding 48 hours prior to use.
2. Verify sign and date invoices compared to food received. Notify Food Service Manager of discrepancies (shorts or overages).
3. Date and store all frozen and refrigerated food supplies as they are delivered.
4. Prepare food delivery receipt for each site. Verify accuracy of portion with cooks. Portion out breads, cakes, pudding, fruit or other desserts for delivery to each site.
5. Keep all cold chests clean and stain free. Keep the walk-in freezer clean and organized. Rotate foods according to procedure.
6. Sweep and mop kitchen floors at the end of the day.

**OTHER JOB FUNCTIONS:**

1. Cross-train into other positions in the kitchen.
2. Substitute for other Kitchen Assistants I and II when necessary.
3. Other duties as assigned by the Food Service Manager.
4. May assist with home-delivered meal pack-up when needed.

**QUALIFICATIONS:** Knowledge, skills, abilities and experience. May include physical demands, education, licenses or certifications.

Required:

- Ability to count, measure and follow oral and written instructions (i.e. recipes).
- Ability to assemble a menu item from ingredients. 1 year previous cooking experience.
- Ability to use knives and kitchen equipment in a safe manner.
- Ability to bend, stoop and lift up to 40 pounds.
- Ability to work in a hot and crowded environment.
- Ability to complete basic forms.
- Ability to communicate verbally and/or in writing.
- Ability to work as a part of a team.
- Must pass a pre-placement physical.

Desired:

- Complete "Serve-Safe" Certification.
- Bilingual English/Spanish.