

Prep Cook

Department: Catering

Job title: Prep Cook

Reports to: Food Service Coordinator

Supervises: 0

Position type: Part Time

FLSA Status: Non-Exempt

Job Purpose: This position is responsible for preparing food items in accordance with state-mandated guidelines ensuring that sanitation and safety practices are followed in the preparation and service of meals; serving meals and/or snacks in schools and programs.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Assists and properly receives and stores food and supply orders.
- Assists with preparation of meals.
- Follows site-specific guidelines relating to the serving of meals/snacks.
- Plans and prepares food items that can be stored ahead of time.
- Sanitizes washes and stores all items in the kitchen in accordance with food safety policies.
- Visually inspects all food sent from the kitchen.
- Prepare requisitions for supplies and food items, as needed.

ADDITIONAL JOB DUTIES AND RESPONSIBILITIES:

- Other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to lift 40 lbs
- Normal physical dexterity, agility, and balance
- Ability to stand for long periods of time.
- Maintain Food Preparation Certifications
- Ability to push a loaded cart and trashcan
- Ability to work with a steamer, oven, grill and slicer
- Ability to perform work in cold environments including freezer and refrigerator
- Computer skills
- Ability to use applicable systems
- Ability to bend

EDUCATION and/or EXPERIENCE

- High school or equivalent
- Culinary Arts Certification
- Food Handlers Certification Preferred
- Experience using computer systems
- Experience using Meal Counting System Preferred
- Minimum of 6 months experience in a commercial kitchen or a school kitchen preferred
- KCMO Food Handler's permit preferred (must attain within 3 months)
- ServSafe Food Safety & Sanitation Certification
- Pass a background and drug screening.

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 frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift items. The employee is directly responsible for safety, wellbeing, and work output.

Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

SALARY: \$

(If a current employee is selected for this position, consideration will be given to current salary.)

APPLY BY:

The intent of this job description is to provide a representative summary of the essential functions that will be required of position given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties through their hiring department. Specific job related duties assigned by hiring department shall be consistent with the representative essential functions listed above and shall not be expanded in role or scope.

PLEASE COMPLETE AN APPLICATION WHICH MAY BE FOUND AT WWW.GUADALUPECENTERS.ORG UNDER EMPLOYMENT OPPORTUNITIES. IF A POSITION REQUIRES A DEGREE, PLEASE ATTACH COPY OF TRANSCRIPTS/AND OR/ DEGREE CERTIFICATE TO YOUR APPLICATION. OTHER ATTACHMENTS SUCH AS COVER LETTER OR RESUME CAN ALSO BE UPLOADED AND ATTACHED TO THE APPLICATION.

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