



Position Title: Prep Cook

Department: Food Service

FLSA Status: Non-Exempt

Schedule: Monday – Friday

Reporting: Reports directly to the Chef/Kitchen Supervisor

Position Overview: The Prep Cook is responsible for making sure that food is prepared to the exact specifications of the Chef/Kitchen Supervisor as well as maintaining food service facilities in a safe and sanitary condition.

Agency Wide Duties and Responsibilities:

- Support the mission, program philosophy and values of Port Chester Carver Center.
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Work collaboratively with all members of the organization.
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council of Westchester and all other governing agencies.

Position Specific Duties/Responsibilities:

Accurately and efficiently cook meats, fish, vegetables, soups, and other hot food products, as well as prepare and portion food products. Also perform other duties in the areas of food and final preparation/packaging of meals.

- **Station Set Up** - The line cook is responsible for preparing his or her station before the start of each service. The line cook must make sure that all the supplies that will be needed for the shift are available and ready for use. This can include preparing some items in advance, or performing simple tasks such as stocking the station with plates and bowls.
- **Prepping Food** – The line cook will be asked to prep food for service each day. This can mean chopping vegetables, butchering meat, or preparing sauces. Depending on the needs of the kitchen, the line cook may also be asked to prepare items for other stations or for special events.

- **Cooking** – During meal service, the line cook is responsible for preparing the items requested from his or her station. This requires working with other cooks in the kitchen to make sure that food is ready at the right time, in the right order so that it arrives ready to eat and at the right temperature. A Prep Cook will often be directed by Kitchen Supervisor as he prepares food.
- **Clean Up** – At the end of the shift, the line cook is responsible for cleaning his or her station, and may be asked to help other cooks clean up their stations. This means disposing of garbage, cleaning utensils, pots, and pans, and cleaning cooking surfaces. The line cook will also be responsible for taking care of leftover food, whether that means disposing of it, returning unused items to the correct inventory location, or storing cooked goods for use at another service.
- **Stocking** – The line cook is also called on to unload delivery trucks and store inventory correctly. This can mean stocking pantries or walk-in refrigerators, or simply inventorying items and reporting to the Kitchen Supervisor.
- **Serving** – The line cook will be asked to serve meals to our Teen, Middle School, and Camper Programs on a daily basis.
- Comply with nutrition and sanitation regulations and safety standards.
- Perform all other duties as may be assigned.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Must be able to stand, walk, bend, carry, push and use both hands when performing assigned duties. Must be able to lift at least 50 pound boxes.
- Sit, stand and walk for required periods of time
- Speak and hear
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively using proper grammar and vocabulary

Position Qualifications:

- Ability to communicate effectively and respectfully with a broad range of people, including children, staff, and parents
- Ability to work independently and establish priorities necessary to complete an assignment
- Excellent understanding of various cooking methods, ingredients, equipment, and procedures
- Accuracy and speed in executing assigned tasks
- Familiarity with industry's best practices
- Experience in the operation of kitchen equipment and food service
- Flexibility, with the ability to adapt to changing circumstances
- Working towards a Culinary school diploma

All staff are subject to NYS requirements regarding School Age Child Care employment. Carver Center employment policy requires the completion of a full background check prior to hiring.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions. This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Management has the right to revise this job description at any time.

This description does not create an employment contract, implied or otherwise, other than an 'at will' relationship.

By signing below, I acknowledge that I have read the job description and that I understand the explanation that was provided.

Name (Please print): _____

Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____