



JOB DESCRIPTION

POSITION TITLE:	Line/Prep Cook
FLSA JOB STATUS:	Full Time - Non-Exempt
SALARY:	\$13/Hr. plus tips (Opportunity for rate increase in 6 months)
REPORTS TO:	Food Services Director
SUPERVISES:	NONE
EEO CODE:	EEO Code

POSITION SUMMARY: The Broad St Cafe provides on-the-job style training to students in the Youth Development Program (YDP) and operates a revenue-generating café and catering operation. The objective of this position is to execute YDP program requirements while fulfilling the Broad St site's operational duties. Consistent and accurate modeling of Liberty's Kitchen values and product standards are essential in creating an effective training environment. The Line/Prep Cook is responsible for prepping, stocking station to par levels based on volume, and cooking and properly storing assigned station's food items. Each Prep Cook is responsible for cooking and serving food of superior quality according to the company's standards of excellence. The Line/Prep Cook prepares a variety of cold food items such as salads, appetizers, and sandwich fillings. Washes, peels, slices, and mixes vegetables, fruits or other ingredients for salads, cold plates, and garnishes. Carves and slices meat and cheese. Portions and arranges food on serving dishes. Prepares fruit or seafood cocktails and hors d'oeuvres. Measures and mixes ingredients to make salad dressings, cocktail sauces, and cold desserts, following recipes. May make sandwiches to order, brew tea and coffee, and prepare breakfast and dessert fruit. Portions fruit sauces and juices. Distributes food to waiters/waitresses to serve to customers. The individual should accomplish his/her job by contributing to a team environment, including positive communication and interaction with Food Services Director, and Café staff, as well as employees, managers, and directors in other departments. A high sense of urgency is required to perform this job. Prep cooks are to uphold food safety standards and maintain a clean and sanitary workstation before, during and after service, including equipment, floors, reach-in coolers, and food contact surfaces.

ESSENTIAL FUNCTIONS:

- **Coordinate with Food Services Director to ensure operational efficiency by:**
 - Following health and safety guidelines for safe and sanitary food production
 - Maintaining clean and neat work area at all times
 - Producing food that meets or exceeds the Liberty's Kitchen's quality standards
 - Present food and product needs to Food Services Director for ordering purposes.
 - Assisting coworkers as necessary or required with production
 - Meeting production timing requirements to ensure service times are adhered to
- **Coordinate with Program Manager to ensure training efficiency by:**
 - Coaching and developing participants knowledge and skills under supervision of supervisors
 - Supervising and coaching youth participants
 - Modeling ideal employee behavior
 - Occasionally attending youth focused trainings
 - Reporting program data to the program manager
- **Maintaining professional and courteous guest/customer interactions**

- **Knife Handling**
- **Attend all scheduled employee meetings and participate in a meaningful way.**
- **Perform duties as assigned by superiors**
- **Other duties as required.**

REQUIREMENTS:

- High School Diploma or equivalent, required
- ServSafe Certification, preferred
- 5 years verified prior experience as a line cook and prep in high end to casual establishments
- Knowledge in following and executing recipes to standard
- Experience as a trainer or supervisor in food service operation, preferred
- Customer service – Knowledge of providing customer service. Providing customer satisfaction
- Spatial awareness – being aware of your surroundings and they space which you and objects around you require
- Interpersonal Communication – Verbal and non-verbal communication skills to deal with people in an efficient and appropriate manner
- Organizational skills – general organizing and maintaining of your work space
- Must be able to stand for prolonged periods of time
- Must be able to lift 40#

SCHEDULE:

- **Monday through Friday 8:00am-4:00pm**
- **Occasionally will be required to attend staff meetings to last no later than 4pm.**

TRAVEL

- Not a requirement for the position

WORKING CONDITIONS

Routine restaurant kitchen environment, may be exposed to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

- **General Comments:** This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned, and management retains the right to add to or revise this job description at any time, with or without prior notice. Employment is at-will, and this job description does not imply an employment contract.

Updated: March 2024