

POSITION DESCRIPTION

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| POSITION TITLE: | DATE: |
| Prep Cook | 30 th November 2023 |
| REPORTS TO: | APPROVED BY: |
| Head Chef | President/CEO |
| JOB OVERVIEW | |
| <p>The Prep Cook reports to and works closely with the Head Chef in effectively executing the day-to-day responsibilities of the organization’s Tea Room. S/he plays a pivotal role in supporting the Head Chef in achieving the goals of the Tea Room as well as planning and preparing nutritional meals for customers. S/he will be responsible for opening the Restaurant each morning and preparing the ingredients needed for the day. S/he will participate in the daily operation of the kitchen, including placing and prepping for orders, cleaning, and maintaining equipment and following all food safety guidelines. S/he will keep the kitchen organized and running efficiently at all times.</p> | |
| KEY DUTIES AND RESPONSIBILITIES | |
| <p><u>Key Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • Follow prep listing and planned duties. • Label and stock all ingredients on shelves for easy access. • Measure ingredients accurately. • Wash, chop and cut produce and proteins. • Prepare simple dishes such as salads and entrees. • Comply with nutrition and sanitation guidelines. • Perform kitchen duties as assigned. • Be able to work under pressure. • Team player with good communication skills. • Fully familiar with the menu and any ongoing specials. • Assist with inventory and putting away groceries. • Must be able to assist within all areas within the restaurant as well as cross train when necessary. • Knowledge in using a variety of kitchen tools and equipment competently and without supervision. • Must be able to assist in other areas and cross train when necessary. • Any other duties assigned by immediate supervisor. | |
| KNOWLEDGE & REQUIRED SKILLS | |
| <p><u>Job Related Competencies & Skills</u></p> <ul style="list-style-type: none"> • Self-aware, self-managed and self-motivated • Professional in conduct, deportment and dress | |

- Must be in good physical condition and have good endurance.
- Must be able to stand for extended periods of time.
- Sound knowledge of industry health and safety standards.
- Ability to work shifts and weekends as needed.
- Displays polished interpersonal, written and oral communication skills.
- Committed to professional development and growth.
- A Team Player
- Fully knowledgeable about the organization, committed to the vision and able to represent the organization effectively.
- Capable of reading menus/nutritional labels
- Experience using hand kitchenware and culinary appliances.
- Ability to work effectively and competently when unsupervised.
- Keen eye for detail.
- Tidy and capable of maintaining a clean work environment/station.
- Reliable and trustworthy.
- Sound Time Management Skills
- Flexible and Adaptable
- Physical stamina and dexterity
- Must be able to lift up to 50 pounds.

EXPERIENCE & QUALIFICATIONS

Educational Requirements

- High School Diploma
- Bahamas General Certificate of Secondary Education (B.G.C.S.E.) in English and Math

Experience & Skillsets:

- At least 1-2 years' experience in the culinary industry .
- Experience in the hospitality & culinary industry and fine dining practices.

Acknowledged and agreed by:

Date: