



CREATORS OF INCREDIBLE FUTURES

Title: PM Swing Cook

Date: June 2024

FLSA Status: Full-time, 9-month, nonexempt position

Salary: \$12.55

Reports to: Director of Dining Services

Job Summary:

- Under the general direction of the assistant director and director of dining, performs a variety of food preparation tasks, food serving tasks, sanitization tasks, and related work as required.
- Is responsible for assisting and working in conjunction with line chefs, servers, dishwashers, and student workers.

Duties and Responsibilities:

- Prepares food according to recipes and production sheets; produces food that is up to the required standards of the college.
- Maintains work area and equipment in a neat, efficient, and sanitary condition; follows Missouri food code standards.
- Completes production sheets accurately and timely.
- Maintains and produces proper levels of food items for the next day menu; uses leftovers properly to minimize food waste.
- Presents dishes with proper appearance, flavor, and attention to detail.
- Trains and assists student workers in food preparation.
- Assists on dish machine and service line and other areas as needed.
- Sets up, maintains, and serves supply of food items on the hot food line.

Knowledge, Skills, Abilities:

- Knowledge of food production and serving methods and procedures; basic elements of correct English usage, spelling, vocabulary; and basic mathematics.
- Ability to work in a fast-paced environment that requires multi-tasking and working on multiple dishes at once.
- Food production and serving; following and giving oral and written instructions; maintaining records; reading and writing at the level required for successful job performance; learning rules, methods, and policies of the workplace; spelling correctly; using correct English; making simple

mathematical calculations; lifting up to 50 pounds; and standing for an extended period of time.

Credentials and Experience:

- High school graduate.
- Two years' experience in the food service industry including food production and cooking preferred.

Required Work hours:

PM Swing Cook 1:

- Thursdays, 11:00 am – 8:00 pm, PM Prep Cook
- Fridays, 11:00 am – 8:00 pm, PM Pastry Chef
- Saturdays, 11:00 am – 8:00 pm, PM Frontline/PM Pastry Chef
- Sundays, 11:00 am – 8:00 pm, PM Dishwasher
- Mondays, 11:00 am – 8:00 pm, PM Frontline
- Tuesdays & Wednesdays, OFF
- Overtime required for special events
- Full time, 9-month position

OR

PM Swing Cook 2:

- Thursdays, 11:00 am – 8:00 pm, PM Line Chef
- Fridays, 11:00 am – 8:00 pm, PM Line Chef
- Saturdays, 11:00 am – 8:00 pm, PM Dishwasher
- Sundays, 11:00 am – 8:00 pm, PM Line Chef
- Mondays, 11:00 am – 8:00 pm, PM Dishwasher
- Tuesdays & Wednesdays, OFF
- Overtime required for special events
- Full time, 9-month position