



**CREATORS OF INCREDIBLE FUTURES**

**Title:** Prep Cook (Part-time)

**Date:** June 2024

**FLSA Status:** Part-time, 9-month, nonexempt position

**Salary:** \$12.55

**Reports to:** Director of Dining Services

**Job Summary:**

- Under the general supervision of the Assistant Director of Dining Services and the Director of Dining Services, performs a variety of food preparation tasks, food serving tasks, sanitization tasks, and related work as required.
- Is responsible for assisting in the daily preparation of food with the Line Chefs.

**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 belt and service line and other areas as needed.
- Supports the line chefs in all efforts to serve students and guests as appropriate.

**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.

**Special Requirements:**

- Possession of a valid driver's license with a Chauffeur's endorsement.

**Required Work hours:**

- Mondays, 8:00 am – 12:00 pm, Pantry Chef
- Tuesdays, 8:00 am – 12:00 pm, Pantry Chef
- Wednesdays, OFF
- Thursdays, 8:00 am – 12:00 pm, Prep Cook
- Fridays, 8:00 am – 12:00 pm, Prep Cook
- Every other weekend:
  - Sunday, 6:00 am – 3:00 pm, Pantry Chef
- Additional hours may be required for special events
- Part time, 9-month position