



## Position Description – Prep Cook

**Job title:** Prep Cook

**Work Location:** 1491 E State Rd 434, Winter Springs, FL 32708

**Department:** Food Services

**Reports to:** Food Services Director

Full-time

Part-time (12-15 hours per week)

Exempt

Non-Exempt

**Essential Duties and Responsibilities:**

- Give assistance in the preparation and service of items on the Care menu and perform various kitchen duties, including dishwashing, general cleaning and storing food and non-food items.
- Help in the preparation of various food items in given work situations including salads, sauces, pantry items, soups, and with the pre-preparation of ingredients for entrees.
- Assist in the preparation of general desert items, lunch items, and breakfast items.
- Check what is needed for the next day of service and filling out the prep list spreadsheet.
- Prepping the items needed for the next day of service
- Follow pre-defined recipes to maintain consistent quality of food and service.
- Clean and sanitize all production equipment, surface areas for working and the wole of the kitchen areas as per the cleaning schedules and procedures.
- Wash dishes and pots, skillfully operate the dish washing chemicals and allocate and keep clean utensils, dishes and posts.
- Adhere to proper food handling techniques and properly balance time use, material and equipment to avoid unnecessary expense and waste.
- Maintain the acceptable personal hygiene standards and comply with the department required dress code.
- Strictly follow safety regulations.
- Attend any in-service trainings and education sessions that are assigned to this position
- Performs other related duties as assigned.

**Education and/or Work Experience Requirements:**

- Demonstrated maturity and has a full understanding of the vision of The Foundry Church and the Food Service Department vision
- Experience in Cooking and following instructions.
- Experience in reading recipes
- Experience in a commercial kitchen a plus

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent, including meeting qualitative and/or quantitative productivity standards.
- Able to lift up to 50lbs.
- Ability to maintain regular, punctual attendance

**General:**

- This is a Sunday – Thursday position (Breakfast – Lunch)
- Must be able to work additional shifts as needed for events.
- May require some weekend work

**Print Employee Name:**

**Employee signature:**

**Date:**