



Prep Cook

Reports to: Executive Chef, Sous Chef

Positions Summary:

The Prep Cook must be proficient in all cooking methods, especially regarding cold food presentation. Be certified in sanitation, and most importantly be a team player. He / She will ensure consistency in food preparation by following standardized recipes. He / she will maintain a professional working environment with all FOH & BOH employees at all times.

Essential Duties and Responsibilities:

- Directly procures all food items and follows standard recipes and line check sheets to properly set up and maintain his / her station as set forth according to daily prep sheets.
- Maintains a professional appearance with a positive attitude at all times.
- Follows daily prep lists and production schedules for each day's service according to visual inventory, banquet sheets and reservations.
- Works with Executive Chef / Sous Chef to prepare menus and specials.
- Consistently maintains high standards of quality, cost, eye appeal and flavor.
- Follows daily work schedule.
- Follows organized sanitation procedures for all areas of kitchen.
- Is trained to work any and all positions in the kitchen when applicable.
- Ensures all sanitation procedures are followed at end of shift.
- Follows set standards for cooking and presenting all food items from his / her station.
- Assists in food procurement, delivery, storage and usage of items. Puts away delivery when necessary.
- Helps coordinate all buffet presentations.
- Assist Executive Chef / Sous Chef in preparation and serving of cold food at banquets and other clubhouse functions.
- Ensure proper hygienic procedures for self.
- Submits ideas for future goals, operational improvements and personnel management to Executive Chef.
- Responsible for communicating and developing daily specials to staff.

- Assist in preparation and providing nutritious employee meals.

Qualifications:

- Two years of high end and high-volume food preparation.
- Knowledge of state, county and local laws regarding health and sanitation regulations.
- Ability to lift up to 25 pounds.