

Green Lake Conference Center Job Description

Position: Prep Cook

Reports to: Executive Chef

Job Class: Full-time or part-time/Seasonal

Core Overview of Role

The Prep Cook is responsible for all aspects of hot and cold food preparation, but not limited to: hot food production, maintaining quality standards, sanitation, food safety and all other duties that may be assigned by immediate supervisor.

Essential Duties and Responsibilities

- Prepare, plan and work with the team to provide the highest quality of food
- Work with the dining room staff to monitor food production in all serving areas
- Follow recipes and proper procedures
- Ensure the correct amount of food is prepared
- Adhere to all sanitation guidelines
- Able to handle knives and adhere to knife safety
- Wear non-slip shoes, hair restraints
- Wear gloves when preparing ready to eat foods
- Communicate needs or issues to immediate supervisor
- Report any equipment or maintenance problems to immediate supervisor
- Report incidents to immediate supervisor
- Work a varying schedule with evening, weekend and holiday work required
- Other duties as may be assigned

Core Responsibilities of Every Staff Member

- Effective performance of work assigned and the maximum effort in carrying out our common objective
- Be a strong team player with a positive attitude that cooperates with others internally and externally to better accomplish the mission
- Accept leadership and self-discipline as vital to consistent group effort
- Contribute thought, interest, and suggestions for the better performance of work and the improvement of staff relations

Qualifications Include

- Reliable and punctual
- Clean appearance with excellent hygiene habits
- Multi-tasks efficiently
- Organized, detailed and accurate
- Prioritizes and works efficiently with limited supervision
- Professional attitude and interacts with others in a calm and courteous manner
- Recognizes and resolves issues quickly and effectively
- Able to work in a team environment
- Show flexibility in terms of schedule to ensure smooth and efficient operation
- Able to communicate verbally and articulate ideas

Work Environment

- General kitchen and dining room environment
- Indoor work but some outdoor work such as picnics, grilling or other food service functions may be required
- A fast-paced environment with large crowds
- Lift up to 50 pounds
- Stand, walk, remain on feet, and perform job duties for entire shift duration

Education

- Two years' experience in the food industry preferred