

## **PREP COOK – JOB DESCRIPTION**

**Responsible to: Lead Cook & Head Cook / Food Service Director**

### **Position Summary:**

This position is responsible for a wide variety of duties, including, but not limited to, food preparation and serving meals, set-up and service, and cleanup. Assist the Lead Cook and Head Cook when required. This position requires the individual to work a flexible schedule and maintain a positive attitude in a fast paced environment.

### Responsibilities:

1. Follow the guidelines of proper food and equipment handling.
2. Understand and comply with food safety and temperature standards.
3. Assist in preparing all food items.
4. Maintain a clean, sanitary, and safe kitchen.
5. Scrub, wash and properly put away dishes, cups, utensils, pots and pans after each meal.
6. Help with setting up the Dining Hall for service.
7. Clean tables, sweep and mop dining hall.
8. Assist with weekly kitchen laundry duties.
9. Properly receive shipments and ensure that the quality of the product is up to Tel Hai standards.
10. Rotate products according to “First In, First Out” to maintain proper shelf-life standards.
11. Clean and organize the walk-in refrigerator, walk-in freezer, all prep areas, and dry storage areas.
12. Strive to learn and improve cooking skills by expanding your knowledge about food products and cooking/prepping techniques.
13. Perform any additional task as requested by Lead Cook and Head Cook.