



JOB DESCRIPTION

Title: Prep Cook
Classification: Non-exempt
Salary Range: \$20 - \$25/hour DOE
Original Date: January 2025

Department: Cafe
Position Status: Full Time
Reports to: Kitchen Manager
Date of Review: N/A

Job Objective

The Prep Cook is a crucial member of the BOH team. Accurately and efficiently cook meats, fish, vegetables, soups and other hot food products as well as prepare and portion food products prior to cooking. Also perform other duties in the areas of food and final plate preparation including plating and garnishing of cooked items and preparing appropriate garnishes for all hot menu item plates.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares all side dishes and select proteins for the day.
- Upholds the Loveless Cafe's standards of high quality food.
- Strictly adheres to recipes.
- Prepares a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.
- Assumes 100% responsibility for quality of products served.
- Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.
- Portions food products prior to cooking according to standard portion sizes and recipe specifications.
- Maintains a clean and sanitary work station area including tables, shelves, grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range and refrigeration equipment.
- Prepares item for broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating.
- Follows proper plate presentation and garnish set up for all dishes.
- Handles stores and rotate all products properly.
- Assists in food prep assignments during off-peak periods as needed.
- Closes the kitchen properly and follows the closing checklist for kitchen stations. Assists others in closing the kitchen.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Performs other related duties as assigned by the Kitchen Manager or manager-on-duty.

Competencies

Flexibility
Attention to detail
Time Management
Teamwork Orientation

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

Work involves considerable exposure to unusual elements, such as extreme temperatures, grease, dust, fumes, smoke, unpleasant odors and/or loud noises.

Physical Demands

The employee must be able to stand for long periods of time, up to 9-hours. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift or move objects up to 40 pounds and occasionally lift or move objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Job Skills

- Ability to read and follow recipes strictly
- Good organizational skills
- Perform quality work within strict deadlines, with or without direct supervision
- Must adhere to health and safety regulations
- Ability to communicate clearly with managers, kitchen and serving staff
- Interact professionally with employees, customers and vendors
- Work effectively as a team contributor on all assignments

Required Education and Experience

- High school diploma or GED or 4+ years of experience
- Minimum of 2 years of experience in kitchen preparation and/or cooking

Preferences

Multi-lingual, Reliable and punctual, Ability to multitask, Flexibility, Ability to follow directions and instructions.

Additional Eligibility Qualifications

- Valid TN Driver's License
- Must have availability to work a changing schedule, including nights, holidays and weekends

Work Authorization

Must be authorized to work in the United States.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Loveless Cafe LLC is an equal-opportunity employer and is committed to hiring and maintaining a capable and committed workforce. EOE/M/F/D/V