

The Great American Bistro Position Description

Food Prep

REPORT TO: Kitchen Manager	EXEMPT: <u>Non-Exempt</u>
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SUMMARY

This position is responsible for the timely preparation and exhibition assembly of a fresh quality salad product. Food rep is responsible for all food items to be properly restocked, dated, labeled and stored in its proper location. Food Prep is responsible for making sure prep is rotated to date properly, so that food items prepped first are brought to the front and used first to reduce waste.

DUTIES AND RESPONSIBILITIES

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

- Read tickets and prepare, to order, all food items following standard recipes and procedures within specified time limits (8-10 minutes at lunch; 10-12 minutes at dinner). Prepare recipes and plate presentations, correctly set up according to tickets.
- Prep for assigned food items. Wash and clean raw food products. Peel, dice, shred and slice food products using electric equipment. Count all prepped items used in salad area checking for quality and proper rotation. All salad mix is prepped a minimum of twice daily or once each shift.
- Maintain cooking line in a clean, sanitary and safe manner. Complete daily/weekly cleaning and maintenance of equipment. Maintain personal health and sanitation standards.
- Stock/restock items on line according to specifications.
- Label, date, rotate and store all items properly.
- This position schedule can vary weekly.

QUALIFICATIONS

- Previous restaurant experience preferred, but not necessary.
- Customer/Client Focus.
- Communication Proficiency.
- Organizational Skills.
- Presentation Skills.
- Teamwork Orientation.
- Time Management.
- Availability to work evenings and weekends, including holidays.
- ServSafe food handlers license required.
- Must be eligible to work in the United States.

- Must agree to background check.

WORKING CONDITIONS

This job entails frequent exposure to smoke, steam, high temperatures, humidity and extreme cold. There is also frequent contact/immersion of hands in water, sanitation solutions, meat products, poultry products and produce items.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk, hear and stand. The employee is frequently required to reach, bend, stoop, shake, stir, pour, carry, push and lift objects up to 75 pounds. There is substantial repetitive motion of the wrists, hands and fingers. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

DIRECT REPORTS

This position has no supervisory responsibilities.

HR Authorization Signature:

Manager Authorization Signature:

DISCLAIMER

The disclaimer indicates that The Great American Bistro job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform. In addition, a statement is included regarding nonessential functions of the job, such as “May be required to perform other related duties as assigned.”