

Prep Cook



BASED AT: Dragonfly Tea Room

POSITION REPORTS TO: owner and chef

JOB PURPOSE SUMMARY:

Dragonfly Tea Room is looking for a competent Prep Cook and prepare a variety of food products including meats, seafood, poultry, vegetables, sauces, stocks, breads and other food products using a variety of equipment and utensils according to the Daily Prep List. You will work in close collaboration with the chef, other colleagues and follow established health and safety standards. The goal is to accelerate our business development by providing customers with a delightful experience.

KEY RESPONSIBILITIES:

Primary

- Promote, work, and act in a manner consistent with the mission of **Dragonfly Tea Room: To provide a delightful experience to all guests.**
- Refer to Daily Prep List at the start of each shift for assigned duties.
- Understand and comply with standard portion sizes, cooking methods, quality standards, and kitchen rules, policies, and procedures.
- Clean and sanitize work station area including tables, shelves, convection oven, hot plates, sandwich station, and refrigeration equipment.
- Store food in designated containers and storage areas to prevent spoilage.
- Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures in a variety of kitchen equipment.
- Take and record temperature of food and food storage areas, such as refrigerators and freezers.
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
- Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
- Portion according to standard portion sizes and recipe specifications and wrap the food, or place it directly on plates for service to guests.
- Weigh or measure ingredients.
- Mix ingredients for green salads, molded fruit salads, vegetable salads, and pasta salads.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Remove trash and clean kitchen garbage containers.
- Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items.
- Carry food supplies, equipment, and utensils to and from storage and work areas.
- Use manual or electric appliances to clean, peel, slice, and trim foods.
- Promptly inform supervisors when equipment is not working properly and when food and supplies are getting low, and order needed items.
- Make special dressings and sauces as condiments for sandwiches.
- Stir and strain soups and sauces.
- Uses the Standard Recipe Card for preparing all products; does not rely on the memory of oneself or others.
- Complete opening and closing checklists and assists others in opening and closing the kitchen.
- Attend all scheduled employee meetings and offers suggestions for improvement.
- Coordinate with and assist fellow employees to meet guests' needs and support the operation of the restaurant.

Supplemental

- Prepare chicken and other meat products for cooking or serving.
- Keep records of the quantities of food used.
- Assist in washing dishes, glasses, and pots, pans, cooking utensils.

- Distribute food servers to serve to customers.
- Operate cash register, handle money, and give correct change.
- Cut or slice meat, poultry, and seafood to prepare for cooking.
- Stock cupboards and refrigerators, and tend sandwich station.
- Package take-out foods or serve food to customers.
- Prepare and serve a variety of beverages such as coffee, tea, and soft drinks.
- Vacuum dining area and sweep and mop kitchen floor.
- Scrape leftovers from dishes into garbage containers.
- Fill-in for fellow employees where needed to ensure guest service standards and efficient operations.

Tools and Technology

- Commercial use:
 - blenders, mixers, food processors, and/or slicers
 - hot plates, microwave oven, convection oven, and/or toasters
 - coffee makers
 - tea ware
 - cutlery
 - dishwashers
 - dough machines
 - food warmers
 - measuring cups
 - mixers
 - scales
- Ice dispensers
- Non-carbonated beverage dispenser
- Personal computers
- Point of sale terminal

MINIMUM QUALIFICATIONS:

- One or more years of experience in kitchen preparation and cooking
- At least 6 months experience in a similar capacity
- Able to communicate effectively with managers and kitchen personnel
- Able to reach, bend, stoop and frequently lift up to 40 pounds
- Able to work in a standing position for long periods of time (up to 5 hours)
- Food Handler certification

HIGHLY VALUED QUALIFICATIONS:

- Customer-oriented approach and patience
- Problem solving and decision making skills
- Hands on experience in cashier duties
- Excellent people skills
- Responsible and trustworthy
- Attention to cleanliness and safety
- High school diploma;
- Strong knowledge of tea types and descriptions

Please send cover letter and resume to Judy Robinson at Judy@DragonflyTeaRoom. Include in your cover letter your availability and desired numbers of hours to work each week. No phone calls, please.