

Alliance Redwoods Conference Grounds

"Service as tall as our trees"

6250 Bohemian Highway

Occidental, CA 95465

phone: (707) 874-3507 • fax: (707) 874-2509

Alliance Redwoods Conference Grounds is a 501(c)3 non-profit organization.

Title: Prep Cook-1

Employment Status: Full Time Hourly, Benefitted

Team: Food Service

Immediate Supervisor: Food Service Manager

Team Leader: Operations Manager

Purpose Statement:

Provide an enjoyable dining experience through excellent service, a friendly and willing attitude, resulting in professional hospitality to all guest and co-workers

Description of Duties

Including but not limited to:

- Work well in a team atmosphere
- Assist in storage and organization of food deliveries
- Prep meals for breakfast, lunch, dinner, or snacks as assigned on prep Sheets
- Prep salad bar as assigned on prep Sheets
- Maintain kitchen and dining cleanliness: sweep/mop/wipe down.
- Operate dish machine and cleanup of all utensils/pots/pans when needed
- Perform additional tasks as directed by Food Service management

Skills, Knowledge, and Abilities

Employee must be

- Dependable, responsible, reliable, and able to take directions as needed
- Positive attitude towards team work and willingness to be supportive to all team members
- Open minded to learn new skills as well as share from past experience as opportunities arise
- Able to grasp simple mathematical conversions of recipe amounts, weights and measurements
- Perform other duties as described by Kitchen Manager or Manager on duty
- Able to work under time sensitive deadlines and perform under pressure
- In good physical condition, having full range of motion and able to lift heavy objects in excess of 40lbs
- Must pass background check to be eligible for employment

Education:

- Any culinary experience/training in back of house food production
- ServSafe® certified is preferable but not necessary

Experience:

- Any cooking experience in back of house catering or restaurants
- Any experience in hotel/food service or customer service is helpful

Rev	Revision Description	Date	Approved By
A	Job Established		
B	Modified for new template; added purpose stment		
C	Modified for Chef/Shift Supervisor	TD	
D	Modified for Prep Cook	7/28/2016	