

# Alliance Redwoods Conference Grounds

*"Service as tall as our trees"*

6250 Bohemian Highway

Occidental, CA 95465

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

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**Title:** Prep Cook-2

**Employment Status:** Part Time Hourly

**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	