



**POSITION TITLE:** Cook & Prep  
**FLSA STATUS:** Non-Exempt/Hourly  
**POSITION MANAGER:** Restaurant Manager  
**SUPERVISORY POSITION:** No

**SUMMARY**

The Cook and Prep position must prepare food orders for the restaurant and assure the smooth operation of the kitchen.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Position duties and responsibilities includes, but are not limited to the following:

- ◆ Fill out and follow food production schedule on a daily basis; Makes sure foods are properly stocked at all times
- ◆ Read and fill orders; Prepare, season, and cook Roberto's menu items and catering foods per Company recipe following portion and quality control; Assist the Lead Cook as required
- ◆ Prepare, slice and chop meat, cheese and other food products; Use deep fryer, electric chopper, mixer, blender, steamer, graters and other utensils; Use preparatory utensils such as knives, and pans
- ◆ Ensure all leftover and/or unused food products are stored or disposed of properly
- ◆ Adjust thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles, measures and mixes ingredients according to recipe,
- ◆ Use blenders, mixers, grinders, slicers, and tenderizers in accordance with safety instructions
- ◆ Verify correct food temperatures and regularly monitor food temperature throughout the day; document temperatures on log
- ◆ Examine, label and store food supplies in properly; Refrigerate foods as appropriate
- ◆ Maintain a fast, steady pace in the kitchen to ensure the timely delivery of food products
- ◆ Maintain open communication with the Cashiers and other staff to ensure that customer orders are prepared and served correctly to make our customers happy; Verify prepared items match those on the receipt
- ◆ Maintain the kitchen and cooking areas in accordance with CAL OSHA, Department of Health, and Company guidelines; Clean and maintain machines, sweep, mop, wipe down work areas
- ◆ Restock kitchen area with paper supplies daily
- ◆ Perform closing duties for the kitchen on a daily basis: wash and bleach tables, sweep and mop floors, filter deep fryers, and dispose of garbage, sanitize
- ◆ Ensure kitchen appliances and equipment have been cleaned, sanitized, and turned off at the end of each work day; Clean, wipe, scrub, and polish kitchen equipment as needed
- ◆ Inform management of any health or safety violation immediately; Make recommendations for improving restaurant operations and increasing customer satisfaction
- ◆ May assist with customer service and general cleaning functions within the restaurant; Receive and inspect good for the restaurant in the Manager's absence
- ◆ Perform other related duties as assigned



**COMPETENCY**

To perform the job successfully, an individual should demonstrate the following competencies:

- ◆ Ability to be friendly and cheerful toward customers and employees for the length of the work shift
- ◆ Ability to accurately process cash and credit card transactions in accordance with federal, state and Company guidelines
- ◆ Ability to communicate on the telephone in a polite and professional manner
- ◆ Ability to work in a swift and efficient manner in a fast paced restaurant environment
- ◆ Ability to adhere to and perform their position responsibilities in accordance with all Company policies and practices
- ◆ Ability to maintain a well groomed appearance in accordance with Company Policy

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience**

- ◆ High School Diploma or equivalent

**Language Ability**

- ◆ Ability to read, understand, and follow Company policies and procedures
- ◆ Ability to respond to common inquiries from employees, guests, business partners and/or regulatory agencies
- ◆ Ability to respond to complaints from customers
- ◆ Ability to perform simple arithmetic
- ◆ Make change and count back change for customers

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ◆ The noise level in the work environment is usually moderate to loud to due kitchen equipment

**Physical Demands**

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.

- ◆ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- ◆ Must be able to lift up to 50lbs on a regular basis
- ◆ Repetitive movement while operating kitchen appliances and equipment



**EMPLOYEE RECEIPT & ACKNOWLEDGMENT**

**I acknowledge that:**

1. I have received a copy of the Cook & Prep position description
2. I have read the Cook & Prep position description
3. I have been given an opportunity to ask any questions I may have regarding the responsibilities, both physical as well as mental, for this position

**Based on the information provided to me in this position description, I attest to the following:**

YES _____	I can meet the physical and mental requirements of this position as described in the position description with or without reasonable accommodation
NO _____	
OTHER _____	Please explain:

**I understand that:**

1. It is my responsibility to comply with the responsibilities detailed in the position description.
2. I understand that I may ask the Operations Director for a detailed explanation of any part of this position description.
3. If at any time I do not comply with the responsibilities contained in this position description, I may be subject to discipline or termination.
4. The original signed copy of the Receipt & Acknowledgment will be retained in my Employee File.
5. I am entitled to a copy of this Receipt & Acknowledgment after I have signed it.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_