

## **Kitchen Prep/Food Assembly and Expedition**

**Reports to:** Food and Beverage Manager

**FLSA:** Hourly, non-exempt

**Summary:** The Kitchen Prep prepares, creates, assists, and expedites good food to Gardens guests.

**Essential Functions:** *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- Prepare and correctly label food for lunch service in the Café and Marketplace.
- Prepare, assemble, and expedite incoming Café orders.
- Prepare and assemble salads, sandwiches, and other grab-and-go food items for the Marketplace.
- Create soups, dressings, and sauces.
- Assist other kitchen staff to complete daily prep lists.
- Set up daily work stations for lunch service and break down and wrap up for end-of-day.
- Be aware and maintain ongoing lists for prep and low inventory.
- Maintain a clean and sanitary work environment.
- Assist all staff in end-of day cleaning tasks.

### **Qualifications:**

- A positive, friendly attitude.
- Ability to work in a fast-paced environment.
- Ability to communicate clearly and kindly with co-workers, Supervisors, Manager and Visitors.
- Knowledge of knife handling and kitchen safety practices.
- Ability to wash, slice, chop, and prepare food items.
- Ability and knowledge of handling a meat slicer, food processor, convection oven, and other basic kitchen appliances.
- Ability to organize, collaborate, and prioritize daily work tasks for maximum efficiency.
- ServSafe certification a plus.
- Ability to stand for six or more hours a day, climb stairs and lift/carry 40lbs.

**Work schedule:** April through October, mornings through mid-day with some weekends and occasional evenings required. November and December, Thursday through Sunday, mid-afternoon and evenings.

### **Physical and environmental factors:**

The work is performed in a kitchen, exposed to hot, cold and moist conditions. The incumbent must walk, stand, reach and carry up to 40 pounds occasionally. The incumbent will use hands extensively for knife use and food assembly.

*This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).*

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