

JOB DESCRIPTION – KITCHEN STAFF

REPORTING RELATIONSHIPS:

Position Reports To: Kitchen Manager
Subordinate Staff: None

BASIC DUTIES:

Kitchen staff prepares a variety of foods based on customer orders and manager's instructions in accordance with approved procedures; receives and stores food supplies; maintains a clean and organized work station; cleans all kitchen equipment and appliances; follows all safety and sanitation rules and regulations.

ESSENTIAL FUNCTIONS:

- Perform daily prep duties according to production list
- Ensure that all stations remain stocked before and during regular meal service hours
- Prep orders according to recipes and portion servings correctly
- Keep kitchen and food storage areas clean and organized
- Receive product by verifying invoice and freshness of merchandise
- Store food, supplies and equipment properly and in accordance with specified procedures
- Demonstrate professional demeanor during direct contact with customers, managers, and fellow employees
- Follow proper food handling, sanitation and safety procedures at all times
- Assist in gathering and transporting of fruits and vegetables from local garden to restaurant
- Remove trash, clean garbage containers, sweep and mop floors
- Inform manager when supplies are getting low or equipment is not working properly
- Additional duties may include polishing stems, assisting with washing dishes, bussing bar, dropping menus, water glasses and food to guests, answering basic menu questions from guests - as necessary to maintain established standards of service
- Perform additional responsibilities, although not detailed, as requested by management staff at any time

QUALIFICATIONS:

Knowledge:

- College or culinary training or extensive cooking and production experience a plus
- Commitment to quality service, and food and beverage knowledge
- Basic math skills
- Knowledge of all local, state, and federal health and sanitation laws and regulations
- Understanding of proper use and maintenance of major kitchen equipment, including but not limited to, stoves, fryer, grill, refrigeration, slicer, knives, and sanitizer
- A minimum of 1 year working in a food preparation position preferred

Skills/Aptitudes:

- Strong communications skills, both oral and written
- Ability to work independently with little supervision
- Ability to perform well in a high-energy, fast-paced demanding environment
- Demonstrate positive attitude and ability to work well on a team
- Work well under pressure
- Ability to take direction

General Requirements:

- Ability to spend up to 100% of shift standing
- Must be able to lift and carry loads up to and possibly greater than 50 pounds
- Behave in professional manner and demonstrate flexibility in fast-paced, fluid environment
- Excellent attendance is required, with schedule flexibility determined by needs of the business