

Prep Cook Position Description – Non Exempt

Team Member Name: _____

Reports To: Manager or Shift Leader on Duty

Minimum Age: 16 years old

Minimum Required Work Periods: All Holidays; All Days and Nights as Needed

Summary

Prepares portions and stores food products for kitchen and dining room use according to Perkins Systems & Standards; taking into account Company policies, procedures, programs and performance standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Image & Professionalism

- In accordance with the Company Handbook which details this section in specific detail you are required to:
 - Report to work well groomed, Report to work practicing good personal hygiene, Report to work in your proper uniform; or your employment will be terminated
 - Assist the guests & other team members at all times so as to provide a "Team" atmosphere throughout the restaurant and your scheduled shift

Training & Communication

- In accordance with Perkins Systems & Standards you are required to:
 - Successfully complete all training materials including Perkins Itineraries, Menu Tour Books, Menu Spec Tests and Menu Promo Items Spec Tests, Maintain all aspects of the Perkins Spec & Quick Steps Binders & their contents
 - View all DVDs as to proper preparation & production of the food items
- You are required to communicate all System breakdowns directly to the manager on duty whether in regard to food products, equipment, facilities and/or team member issues

Perkins Systems & Standards

- In accordance with Perkins Systems & Standards, NYS Health Code and FDA Regulations; all of which are available in the break room or from the manager on duty, you are required to properly:
 - Receive in all products from vendors & suppliers; including properly dating the products & verifying the temperature of the products on the vendor's invoice or delivery receipt
 - Rotate all products based on proper dating systems in the coolers, freezers, dry stock room and on the cook and server lines
 - Store all products in proper location & at proper temperature
 - Maintain proper location and use of sanitizer buckets throughout the Heart of House and specifically at your work station
- In accordance with Perkins Systems & Standards you are required to:
 - Review the bakery and/or prep production lists with the manager on duty and prepare the specific items and quantities as directed throughout your shift that the unit needs; regardless if they were prepared earlier in the business day you are required to do what is necessary to serve food to our guests
 - It is critical that you follow each and every recipe in detail in the Perkins Spec Binder
 - It is critical that you multi task so as to make the best use of your time and also meet the Perkins Standard with respect to timing standards on each item you prepare
 - Prepare all products using proper preparation, grilling, frying, cooking and handling methods; while wearing gloves at all times
 - Ensure that no product is left out on the prep table whereby it's internal temperature rises to an unacceptable level
 - Calculate daily waste & toss and update the proper lists accordingly
 - Store all broken glass and/or china in the proper container then remove to outside dumpster
 - Maintain all hand washing sinks; including soap, scrub brushes & paper towels
 - Maintain all Eco-Lab (or equivalent) Oasis Systems
 - Breakdown all cardboard boxes and remove to the outside dumpster
 - Maintain proper location and use of sanitizer buckets throughout the Heart of House
- You are required to complete any and all reasonable tasks requested by management so as to protect the Perkins Brand, the Company & all of it's Team Members
- You are required to polish all wood, furniture, booths & blinds using the Radiance cleaner, clean and polish all stainless (regardless of where it is in the unit) using the Aerosol Stainless Cleaner with the solutions from Eco-Lab as well as clean the dipper wells using Lime Away cleaner
- You are required to continually wash your hands throughout your shift in accordance with NYS Health Code so as to avoid cross contamination

Cleaning Standards

- In accordance with Perkins Systems & Standards, **on a shiftly basis and within your assigned scheduled work hours**, or as requested verbally by the manager on duty, you are required to:
 - Use, maintain & thoroughly wash, clean & sanitize all food preparation dishes, pans, surfaces, equipment, utensils & storage areas & containers; including floors, floor drains, sinks, hand sinks, walls, ceilings, counters and shelves, Clean & restock the cook's line(s) on a continual basis throughout your shift, Empty & wash the trash receptacles and bring all trash bags to the outside dumpsters
 - Keep the Heart of the House clean and free of debris at all times; including floors, walls, ceilings and all counters & shelves; regardless of where they are located in the Heart of the House; so as to ensure a clean and safe operating environment for all Team Members.
 - It is critical that you pick up anything you see on the floor that could cause an unsafe condition for anyone.
 - You must deck brush all the floors in the Heart of House (including walk in freezers and coolers), including the base boards and behind and underneath each piece of equipment and each stainless shelf and unit
 - Specifically, this means you are required to clean & sanitize (using proper approved cleaning solutions):
 - All work table surfaces, legs, drawers & shelves, All toasters and all of their components, crumb trays & parts, All waffle irons and all of their components, handles, trays & parts, All scales, dicers & onion king, sheets pans, can opener, etc, All utensils
 - All grills including screening surface, sides & backsplashes, cutting boards, dials & knobs, emptying of grease trays, plate stands & re-stocking of plates, All cold bars including turning of inserts on a FIFO basis, all gaskets & inside bottom of units, re-stocking of

product to par levels and all knives in station and hanging on boards, All microwaves; inside and out; including the air filters, All storage containers & bins; inside & out

- All steam tables including turning of product on a FIFO basis, all bars and containers; if closing rapid cool all product in accordance with NYS Health Code standards and store in walk-in cooler, empty the water from the unit and clean the inside of the unit according to Perkins Standards and refill with clean water for next shift
- All cold drawers & freezer drawers; inside & out, including proper rotation of product on a FIFO basis, re-stocking to par levels, cleaning of all gaskets using proper methods and lubrication of drawer rails and slides
- The broiler inside & out, the drawer, the unit underneath the broiler, the shelf cart, the front, sides, knobs, trays and bush down the grates (**never apply water**)
- The fryers inside & out; including filtering the oil (on each shift) & changing of oil when necessary refilling to proper levels, washing of the baskets, cleaning of ledges, front, sides and rear of unit and changing of Fish Fry oil on Friday nights
- All speed racks located anywhere in the restaurant and/or coolers and/or freezers; including re-stocking of the bread racks using a FIFO basis
- The dry-stock room, The CVAP; inside & out, The proofer; inside & out, The oven; inside & out, The stove; inside & out, All hood systems including vents, filters and all stainless surrounding the hood systems, The 3-bay sink; inside & out, All ceiling tiles, light fixtures & vents, All FRP walls

QUALIFICATIONS

- To perform this job successfully you must be able to perform each essential duty satisfactorily. The requirements listed above 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 and it is your responsibility to notify the Payroll Department **and** your General Manager as to any disability you may have

EDUCATION and/or EXPERIENCE

- You must have knowledge of basic mathematical & reading skills, menu items, food preparation, sanitation, safety, guest service & common sense
- You must be able to demonstrate that you are personable
- You must have attained the minimum age requirement as listed on page one (1) of this Job Description

CERTIFICATES, LICENSES AND REGISTRATIONS

- You must have reliable transportation in order to ensure you arrive on time for your scheduled shift and are able to work the entire scheduled shift without exception
- At some point in time at the Company's sole discretion you **will be required** to obtain your ServSafe Certification in order for the Company to meet required NYS Health Code and FDA Laws during your employment and it will be a requirement of this position
- At some point in time at the Company's sole discretion you **will be required** to become a Certified Trainer, under the Perkins Systems & Standards during your employment and it will be a requirement of this position

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by you to successfully perform the essential functions of this job and reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions
- While performing the duties of this job you are regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell and you will be required to sit; climb or balance, stoop, kneel, crouch or crawl. You must regularly lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those that you will encounter while performing the essential functions of this job and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job you will be frequently exposed to wet and/or humid conditions, toxic or caustic chemicals and extreme heat and you will be exposed to moving mechanical parts, fumes & airborne particles, outside weather conditions, extreme cold, risk of electrical shock and vibration. The noise level in the work environment is usually loud

The above statements are intended to describe the general nature and level of work required by you in this position and they are not intended to be an all-inclusive list of your required responsibilities, duties or skills. These statements may be modified periodically by the Company but no one else for any reason.

CERTIFICATION OF UNDERSTANDING OF JOB RESPONSIBILITIES

I have read this job description and completely understand the requirements and responsibilities contained in it and expected of me. Furthermore:

- I understand that receipt of this job description does not constitute or imply an employment contract
- I understand that my employment and compensation may be terminated with or without cause and/or notice, at any time, at the option of either the Company or myself
- I understand that the Company reserves the right to alter, amend, change or terminate any of the responsibilities or other information provided in this job description at any time with or without notice
- I understand that the Company has a number of Zero Tolerance Policies outlined in this Job Description as well as the Company Handbook solely because the business is considered High Risk to the General Public by the NYS Health Department and Food & Drug Administration (FDA) and that my failure to follow all required Systems & Standards may put the General Public at risk and therefore my failure to follow every System & Procedure may cause my termination of employment
- I understand it is my responsibility to read and perform all the duties and procedures outlined in this job description in order to remain employed. I have familiarized myself with the information in this job description and will seek clarification if needed
- I understand that the information contained in this job description is in outline form with specific responsibilities and that I can obtain further information from the training manuals, my manager or from the Payroll Department

Team Member Signature: _____

Effective Date: _____

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Approved and effective 09-11-08

This Position Description is effective as of the date signed by the Team Member

Please initial here indicating this page was read & understood _____