

POSITION DESCRIPTION

DATE: JANUARY 2020

POSITION TITLE: Food Prep
Department: CAP Catering Services
Location: Genesee

PURPOSE:

To prepare food ingredients by washing, peeling, slicing, trimming, chopping a variety of ingredients. Ensure ingredients are stored and rotates effectively to optimize freshness.

MAJOR RESPONSIBILITIES:

- Preparing ingredients following recipes and guidelines.
- Preparing workstation with required ingredients and equipment, and keeping station sanitary and organized throughout shift.
- Working effectively with kitchen team, and complying with company procedures and food safety policies.
- Ensuring ingredients are tagged, date-labeled, covered, stored and rotated effectively.
- Overseeing food levels and restocking items on line.
- Keeping utensils and equipment clean and sanitary
- Removing trash and cleaning storage bins
- Other basic cooking responsibilities

EDUCATION AND EXPERIENCE REQUIREMENT:

- Must have a high school diploma or GED
- Must be to work in a standing position for several hours at a time
- Must be a team player willing to help where needed
- Willingness to travel to different places for events
- Kitchen experience preferred