



Federal Work Study Position Description

Position Title:

Prep Cook

Supervisor Name:

Chef Corey Hooks

Department:

Catering Group

Supervisor Phone Number:

828-759-8189

Physical Job Location (room/building):

Civic Center Kitchen

Approximate Hours Per Week:

20

Position Requirements

Physical and marginal functions require the ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following; standing, walking, or sitting for extended periods, moderate lifting and carrying, general manual dexterity, operating assigned equipment, and extended exposure to computer screens.

Knowledge of food safety.
Ability to follow directions.
Ability to learn new skills.
Excellent communication skills, both verbal and written.
Basic mathematical skills.

Primary Job Duties

The ability to prep food according to JEBCC Catering Group standards.
To maintain cleanliness of the kitchen and prep spaces according to JEBCC Catering Group standards.
Organizing work areas, equipment, utensils, and service items.
Following established recipes to prepare menu items.
Maintain stock rotation and inventory.
Performs miscellaneous job-related duties as assigned.
Assist with the complete setup and breakdown of buffets, banquets, beverage stations, plated dinners, etc