

# RUMSY'S

## PREP & LINE COOK JOB DESCRIPTION

### Summary

Maintains the cafe, provides upbeat, friendly and professional service while preparing orders. Prepares food for patrons while ensuring recipe adherence, plate presentation, and uncompromising quality food. Keeps kitchen area clean and in order.

### Responsibilities

- Understands and adheres to all safety, sanitation, and administrative procedures;
- Prepares hot and cold coffee beverages to patrons in an attentive timely manner;
- Provides basic food preparation following established guidelines and recipes;
- Ensures customers consistently received an excellent level of customer service;
- Fulfills daily cleaning duties such as sweeping, mopping, bussing and wiping down tables, washing dishes and general cleaning of eatery/kitchen;
- Stocks storage areas and assist with inventory;
- Sets up station with food products, utensils, sanitation buckets and turns on equipment to ensure the station is ready for production;
- Cuts, slices, unwraps, and prepares raw ingredients (e.g., fresh produce, meat cuts) for use on the line and for use in food prep recipes;
- Inspects color, consistency, firmness, and temperature of food products to ensure food is cooked to standards and guests' specifications;
- Cleans station floors, counters, tools, cutting boards, and preparation surfaces using the proper cleaning solutions to ensure station remains sanitized;
- Creates daily specials and morning food options;
- Assists in the control of food cost when receiving and preparing products;
- Assists the Café Manager and team as needed
- Ensures waste is kept to a minimum;

### Front of House Responsibilities on occasion

- Provides counter service to patrons when order is ready;
- Serves alcoholic beverages to the patrons table;
- Educates customers by presenting and explaining the menu and answering questions;
- Completes sales transactions including opening and closing registers. Performing tasks such as balancing drawer;
- Coordinates with prep kitchen to ensure deliveries and inventory are adequate.

### Qualifications

- Minimum of one year cooking experience;
- Diploma from a culinary school is a plus but may substitute for work experience;
- Friendly, approachable and service-oriented;
- Cash handling experience;
- Holds a sips and tips;

- Holds a food handlers card;
- Must be at least 21 years of age;
- Ability to work nights and weekends;
- A superior level of member service and conflict resolution skills;
- Ability to manage multiple tasks while remaining calm and focused;
- Strong organizational skills;
- Strong verbal communication skills;
- Must be able to stand for multiple hours;

### **Job Hazards**

This position is exposed to airborne chalk, dust and cleaning supplies. Other hazards are falling from slippery surfaces after they have been cleaned, being exposed to hot liquids and steam, loud noises. Potential of cuts and scrapes from kitchen utensil use.

### **Physical Requirements**

- Ability to bend at the waist and lift items up to 50 lbs. to waist level;
- Ability to move items up to 50 lbs. for distances of up to 25 feet;
- Ability to remain standing and active for an 8-12 hour shift;
- Ability to hear, understand, and respond to employees' and guests' requests in a loud environment;
- Ability to tolerate exposure to cold and hot temperatures throughout the shift;
- Skill and coordination in lifting and carrying tubs and trays of dishes;
- Manual dexterity in using kitchen utensils and equipment.