



## **Job Description**

**Position Title:** Prep/Line Cook

**Effective:** 3/26/25

**Reports to:** Shift Supervisor, Kitchen Manager, Food Service Director

**Work Schedule:** This position will cover both opening and closing shifts during the work week. Holiday work may be required.

**Status:** Hourly; Non-Exempt; Part-time; Year-round

### **Essential Functions:**

Prepare and cook nutritious meals; maintain a clean working environment.

### **Essential Duties:**

The essential duties are as follows:

- Work as scheduled for first or second shift meal prep
- Responsible for all aspects of food prep, presentation, and line maintenance before, during, and after meal
- Maintain adequate food amounts on hot/cold lines; follow guidelines as directed by their supervisor
- Prep of scheduled breaks per the function sheet
- Maintain high standards of cleanliness
- Maintain and implement North Carolina health codes
- Must be able to work well in cooperation with others
- Other duties as assigned

### **Competencies:**

- Ability to work well independently, meet deadlines, and multi-task
- Ability to communicate effectively.
- Ability to plan and prepare for assigned tasks
- Ability to follow directions and work cooperatively with others - teamwork is essential
- Ability to use critical thinking and resources to solve problems
- Ability to maintain a high level of integrity and professionalism

- Ability to present a neat, pleasant, and professional appearance
- Ability to set an example of a positive work ethic and attitude
- Ability to prepare and present food with excellence
- Ability to work a flexible schedule including evenings, weekends, and some holidays

**Requirements:**

- **Education:** high school graduate or equivalency
- **Experience:** At least one year of service in the food service industry
- **Physical Requirements:** Must be able to stand for long periods of time; must be able to lift 40 lb.
- Valid driver's license and acceptable driving record; reliable transportation

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_