

Job Description



Title: PREP COOK / SR. PREP COOK

Reports to: Owner & Kitchen Manager

Summary of Position:

Viet Nom Nom Prep Cooks allow our food hall & commissary kitchen to produce high quality and unique items by prepping fresh ingredients and sauces and then assembling beautiful final products. Our Prep Specialists are responsible for the dedicated daily preparation of food products including meats, poultry, tofu, vegetables, sauces, stocks, and finished menu items. Our Prep Cooks ensure we use fresh ingredients, rotate foods properly, follow health and sanitation guidelines and prep recipes to standards to maintain consistency.

Duties & Responsibilities:

1. Refer to Prep List at the start of each shift for assigned duties.
2. Work quickly and accurately to prepare a variety of proteins, vegetables, noodles, and other food items (menu items and sauces). Must be highly skilled in the use of knives, grills, ovens, stovetops, and a variety of other kitchen equipment.
3. Understand and comply consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies, and procedures.
4. Portion food products according to standard portion sizes and recipe specifications.
5. Store and label all the food properly.
6. Maintain clean and sanitary work areas, including tables, shelves, walls, sinks, grills, ovens, range, mixing & processing machines, fridges & freezers.
7. Open and close the kitchen and their station properly adhering strictly to health and sanitation standards. Assists others in closing the kitchen.
8. Attend all scheduled employee meetings and bring suggestions for improvement.
9. Promptly report equipment and food quality problems to Kitchen Manager.
10. Inform Kitchen Manager immediately of product shortages.
11. Use Viet Nom Nom recipe book and build sheets for preparing all products. Does not rely on memory of alone!
12. Maintain a positive and productive attitude and contribute to team dynamic of the kitchen.
13. Perform other related duties as assigned by the Kitchen Manager or manager-on-duty.

Requirements:

- A minimum of six months of experience in kitchen preparation and cooking; ideally one year.
- Must be able to communicate clearly with managers and kitchen personnel.
- Ability to physically handle knives and other sharp, heavy or potentially dangerous items.
- Understanding and knowledge of, and compliance with, safety, sanitation and food handling procedures.
- Ability to work in and contribute to a team environment.
- Must maintain consistency and productivity.
- Commitment to quality service, and food and beverage knowledge.
- Ability to perform cutting skills on work surfaces, topped with cutting boards, 3 to 4 feet in height.
- Proper usage and handling of various kitchen machinery to include slicers, ovens, stoves, mixers, and other kitchen related equipment.
- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Be able to work in a standing position for long periods of time.

This job description is intended to illustrate the main duties and areas of responsibility of the Prep Cook. It is not intended to be exhaustive and you are advised that the duties and responsibilities may change from time to time.