

PREP COOK

Job Code:	PC	Division:	
Branch:		Department:	FOOD & BEVERAGE
Reports To:	CHEF/F&B MANAGER	Pay Grade:	
FLSA Status:	Non-Exempt	Employee Type:	FULL TIME
Prepared By:	DAN WALLER	Date Prepared:	07/24/2013
Approved By:	DAN WALLER	Date Approved:	07/24/2013

Summary

At Schahet Hotels we want our guests to relax and be themselves which means we need you to:
Be you by being natural, professional and personable in the way you are with people
Get ready by taking notice and using your knowledge so that you are prepared for anything
Show you care by being thoughtful in the way you welcome and connect with guests
Take action by showing initiative, taking ownership and going the extra mile
Treat all others with Respect, treating guests and fellow associates the way you want to be treated
Demonstrate Integrity in all you do. Seek to always do the right thing, whether working in a group, team, or alone.
Always be at the Service of our guest as well as fellow associates or managers. We believe that Service is making the reach to help or be of Service to all.
Celebrate successes. Show Excitement in your work, the way you smile and greet others, the good news of others successes or awards. Participate in group and team activities either by your active support and participation or by your presence in the group.

Responsible for all good preparation concerning prep list in a quick, quality, consistency, and productive fashion.

Essential Duties & Responsibilities

- Communicate with kitchen management on all aspects of the cold prep area.
- Complete all assigned handling, preparation, and storage of food and beverage items.
- Maintain strict food sanitation and safety standards throughout the kitchen.
- Support general hotel objectives by complying with standards, rules, regulations, and policies.
- Visually inspect all finished products such as platters and mirrors, to insure proper quantity, quality, color, and garnishes.
- Check all walk-in storage boxes and production equipment each shift to ensure proper maintenance.
- Insure proper storeroom procedures when in dry storage areas.
- Make sure all products are covered properly labeled and utilized in a timely manner.
- Assist in other areas of kitchen where needed if workload demand it.
- Ensure complete customer satisfaction.

Other Duties

As assigned.

Qualifications

Reading, writing and basic math skills. Adequate knowledge of all cold food preparation. Organizational skills.

Supervisory Responsibilities

None

Physical Demands

Standing, speaking, hearing, reading, writing, able to carry 30-75 lbs., walking, lifting, reaching overhead, pushing, pulling, bending. Hearing and visual ability to observe and detect signs of emergency situations.

Training

Must complete all training requirements of Federal, State, Local agencies, Company, Brand, or property on time and within standards.

Decision Making

Follows all Federal, State, and Local Laws that pertains to the service of food and beverages. Follows all company as well as common sense guidelines in the service of food and beverages.

Financial Responsibilities

Accurately receive, secure all food and beverage deliveries.

Communication

Must be able to write, speak and communicate professionally in English.

Results of Action

Great Customer service. Returning guest. Clean Safe work environment.

Equipment Used

Must wear a uniform provided by the hotel and a nametag. A neat and clean appearance must be maintained at all times. Must use any cash accounting system or other devices necessary and provided the company.

Work Environment

Professional, Clean, Respectful at all times.

The aforementioned general function outline is not to be considered by the employee as all-inclusive. The employee may be required from time to time to execute tasks other than those duties specifically defined above. Should the employee be asked to perform such a job, the employee will comply with the request and do so to the best of his/her abilities. The employee hereby understands and agrees he/she will be responsible for performing the duties described above as well as any tasks so required of him/her.

Employee's Signature

Date

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