



**Title:** Cook  
**Reports To:** Executive Chef/Kitchen Manager  
**Hours:** Full-time & part-time positions open; Non-Exempt (hourly)

Prepare our made-from-scratch, delicious food by following recipes and working with the Kitchen Team, Kitchen Manager and Executive Chef.

### **Job Duties/Responsibilities:**

- Use established cooking techniques to consistently produce café menu and/or catering items including salads, soups, sandwiches, cooked entrees, sides, desserts as well as cold and hot beverages, handling food in a manner that is consistent with local health department guidelines.
- Read, understand, follow and speak basic cooking directions and standardized recipes.
- Respond appropriately to guest requests. Communicate with kitchen team, cashiers, servers and hostess to assure efficient seating, table utilization and customer service.
- Safely use equipment and supplies to perform tasks most efficiently and effectively.
- Assist with inventory control, product stocking, rotation and waste management.
- Properly handle and store raw or prepared foods and non-food supplies.
- Maintain assigned work station in a safe and sanitary condition.
- Follow health and sanitation standards to properly clean dishware, equipment and kitchen facilities before, during and after service as necessary and assigned.
- Close the kitchen properly and follow the closing checklist for kitchen stations. Assist others in closing the kitchen.
- Attend all scheduled employee meetings and bring suggestions for improvement.
- Perform other related duties as assigned by the Head Chef, Kitchen Manager or Supervisor.

### **Qualifications:**

- At least one year prep or line cook experience. Food Handlers / ServeSafe permit preferred. 1-2 year culinary degree or equivalent preferred.
- Good understanding of professional cooking and knife handling skills.
- Understanding and knowledge of safety, sanitation and food handling procedures.
- Ability to demonstrate sound cooking knowledge and technique.
- Must be able to arrive promptly and work early mornings, weekends and some holidays.
- Professional communication skills. Ability to take direction, work in a team environment and work calmly and effectively under pressure.
- Must have problem solving abilities, be self-motivated and organized.
- Commitment to quality service, and food and beverage knowledge.
- Strong value for healthy/whole foods, community engagement and social enterprise.
- Willingness to work with youth in job skills programming.