



Line/Prep Cook Job Description

Job Title:	Line/Prep Cook	Department:	Kitchen
Reports to:	Chef/Sous Chef	Job Titles Supervised:	None

Primary Duties and Responsibilities:

- Practices proper time reporting (i.e. clocks in and out).
- Arrives to work on time and ready to work.
- Is neat and well-groomed for every shift and in immaculate and proper work attire.
- Understands and adheres to all safety, sanitation, and administrative procedures.
- Provides complete and timely communication to team members (TMs) throughout the shift.
- Is prepared to conduct weekly maintenance duties.
- Completes all assigned tasks and duties requested by managers.
- Asks for assistance when needed.

Before Service:

- Communicates with managers and other TMs to learn of daily menu specials, events, and important shift information.
- Turns on and checks temperatures of all equipment to ensure equipment is ready for shift, working properly and safely.
- Stocks work area with proper sanitizer pails for rags and utensils.
- Sanitizes work area with cleaning solutions to ensure area is clean and prepared for shift.
- Stocks work area with food products, dishes, and all necessary tools and utensils to ensure station is ready for shift; uses line deficiency check list as priority.
- Cuts, slices, unwraps, and prepares raw ingredients (e.g., fresh produce, meat cuts) for use in recipes.
- Informs supervisor of low product levels, equipment problems, etc.

During Service:

- Ensures all sanitation and security procedures are followed.
- Monitors product supply and replenishes stock when necessary to ensure that sufficient food product remains on hand.
- Reads orders and/or listens to what the pivot calls to determine what items need to be prepared.
- Prioritizes cooking and preparation times of each order to ensure proper pacing of guest meals.
- Adjusts ingredients and ingredient amounts by substituting various food products to accommodate guests' special requests.
- Prepares food items using recipe instructions, proper portioning methods, and cooking standards to fulfill guests' orders.
- Inspects colour, consistency, firmness, and temperature of food products to ensure food is cooked to specifications.
- Inspects food orders before sending them out to ensure proper plate presentation, portioning, and recipe adherence.
- Uses industrial mixing, food preparation, and cooking equipment to prepare made-from-scratch food and to complete food orders.
- Maintains clean station floors, counters, tools, cutting boards, and preparation surfaces using the proper cleaning solutions to ensure station remains sanitized.
- Assists other TMs as needed.

This description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or work conditions associated with the job.

- Operates equipment (e.g., mixer, gas stove) according to specifications.
- Ensures gas equipment is shut off and refrigeration unit lids are closed during slow periods to reduce energy use.
- Checks food temperatures in holding units to ensure food safe temperatures are maintained.

At the end of the shift:

- Turns off, breaks down, and cleans equipment according to proper procedures and as directed by manager.
- Informs a manager and discards any food that is beyond its shelf life or specified for one-shift use.
- Prepares and stores unused food product using proper labeling and FIFO procedures to ensure freshness of product and to eliminate waste.
- Brings utensils and equipment to the dish area for washing.
- Cleans station floors, counters, tools, cutting boards, and preparation surfaces using the proper cleaning solutions to prepare for next shift.
- Checks out with a manager before leaving to ensure all duties and sidework have been completed and performed to standard.

Minimum Requirements:

Ability to understand and follow direction from others.

Ability to perform basic math functions.

At least 6 months of previous restaurant experience.

Physical Requirements:

Ability to bend at the waist and lift items up to 50lbs 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 frequently climb and descend flights of stairs as well as ladders.

Ability to hear, understand, and respond to TMs' and guests' requests in a loud environment.

Ability to tolerate exposure to water, cleaning agents, and chemicals several times throughout shift.

Ability to tolerate exposure to cold temperatures (below -18°C) & hot (above 60°C) at times during shifts.

Skill & co-ordination at using hands to perform kitchen duties, such as cutting vegetables & preparing menu items.