

Job Description Prep/2nd Dishwasher

Position title	Department	Reports to
Prep Cook/2 nd Dishwasher	BOH	Kitchen Manager, Jen
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	

Position Summary

The prep cooks/2nd dishwasher work cold side stations and assist with both fryer and grill duties. Food preparation duties. They assist the line cooks with the day to day tasks of the kitchen. Prep cooks work closely with the line cooks to ensure seamless flow of ingredients. Dishwasher duties when deemed necessary. They are available to work 5 days a week for 25 - 30 hours a week.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Follow the standard operating procedures of the Northside Diner. Maintain high standards of food preparation and safety. Maintain the consistent execution of menu items, including portion control. Address any issues with food quality promptly and effectively.
- Execute food preparation tasks, including slicing, chopping, grating, weighing, grilling and frying. Follow health and safety guidelines to maintain a safe working environment. Adhere to proper food handling and sanitation practices. Ensure knowledge and safe use of equipment.
- Work closely with line cooks and other prep cooks to ensure smooth operations, collaborate on station preparations and management. Know the menu, ingredients and preparation methods of the dishes.
- Assist in managing kitchen inventory, tracking ingredient levels and restocking as needed. Report low stock levels to the kitchen manager.
- Work cold side during service. Assemble cold antipasti, salads, bowls, sides, breakfast and desserts.

Job Description Prep/2nd Dishwasher

- Ability and knowledge to assist with grill and fryer duties.

Essential Duties and Responsibilities (cont.)

- Maintain a clean, organized and well stocked station. Keep track of preparation work needed for next shift and communicate with team to streamline operations.
- Assist with various kitchen tasks including dishwashing, laundry, receiving, stocking and organizing. Participate in overall kitchen cleanliness and maintenance. Assist with end of day duties.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Prep cooks must have the ability to take direction, criticism and instruction well. They must have the ability to read a recipe and apply basic math skills.

Prep cooks must show communication skills, have culinary knowledge and skills, demonstrate organizational skills and the ability to keep their cool in hectic situations.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

The kitchen is the heart of the business. It's busy, loud, hot and sometimes cold too. We work at a fast pace and as a team. BOH staff must be able to stand for long periods of time, have the ability to lift heavy loads and complete tedious, repetitive tasks over a long period of time. We are mindful that the kitchen can be a dangerous place therefore we follow all Standard Operating Procedures to maintain a safe and stable work environment for the wellbeing of our team.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

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To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

Reviewed with employee by:

Signature: _____

Name and title: _____

Date: _____

Received and accepted by:

Signature: _____

Name and title: _____

Date: _____

The Northside is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.