

Rockland Country Day School
Prep Cook/Server/Utility Job Description

REPORTS TO: Chef Manager/Assistant CFO

TYPE OF POSITION: Hourly, Non-exempt, Full-time 40 hours/week, 36-38 weeks/year

Job Summary:

Food preparation as directed by the Chef Manager. Set up hot and cold food stations and serves hot food. Work with the kitchen staff team to ensure that the soups, salads, and hot foods are replenished in a timely, fresh and attractive manner. Work with staff to set up carts or serving tables as needed.

Position requires knowledge of safe food handling practices, good knife skills, ability to work with others, ability to follow directions, and the ability to work in conditions that are often rushed and/or hot. Position requires occasional evening and weekend work for events. Some prior food service work experience or training is required.

General Responsibilities

- Is responsible for proper handling and preparation of all foods in a safe and sanitary manner in accordance with the Department of Health guidelines. This includes wearing appropriate uniform, gloves, and hair restraint as directed by the Chef Manager
- Is responsible for maintaining a pleasant, neat, welcoming and professional manner to the students, faculty, and visitors at all times
- Reviews daily menu and food preparation requirements with Chef Manager.
- Serves, replenishes, and maintains the salad bar, hot food and beverage station in an attractive and appetizing manner
- Assists in proper cooling and storage of leftovers in compliance with health department guidelines
- Meets with Chef Manager to discuss and plan for use of leftovers and the next menu cycle
- Cleans steam table and serving areas, beverage station, and salad bar throughout meals as needed
- Monitor inventory of items necessary to maintain the salad bar and dining areas and serve meals.
- Track and advise Chef Manager of items which are running low and/or needed for upcoming week and menu cycle . Assists with receiving and storing all deliveries
- Assist in washing and storing away cleaned equipment at end of day
- Performs any other tasks as needed by the school or assigned by the Chef Manager
- Ensure delivery of the hospitality principles: friendly, helpful, clean, and efficiency.

Minimum Qualifications

- Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.
- Ability to stand on feet for an extended period of time.
- Ability to lift up to 50 pounds and move it on a regular basis.
- Ability to push trash carts weighing up to 50 pounds.
- Ability to work in a fast paced environment

Desired Qualifications

- Demonstrated ability to work at a fast pace while standing for long periods of time.
- Complete basic food handling training in accordance with Rockland County mandates. ServSafe certification a plus.
- Good verbal communication skills.
- Experience in a high-volume setting.
- Flexibility and willingness to be a strong team player.
- Ability to follow instructions on proper and safe use of all chemicals/cleaning materials.
- Ability to work with minimal supervision.
- Ability to communicate and work effectively with supervisors, co-workers and students in a high-volume setting.