

# Lutheran Services Carolinas

## Job Description

**Job Title:** Prep Cook  
**Supervisor (title):** Cook  
**Department:** Dining Services

**Approved by:**  **Date:** 10/22/19

**Position Purpose/Summary:** The Prep Cook will assist the Cook as directed in preparing and serving of meals; as well as maintain the cleanliness of the Dining Services Department. The Prep Cook performs a series of duties in a timely and professional manner.

**Essential Functions** (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Food preparation:
  - Prepares cold foods, including vegetables, salads, fruits and beverage items as directed by cook or assistant director of dining services.
  - Prepares ingredients for more complicated recipes, such as chopping onions, peeling potatoes, and crushing spices
2. Service preparation:
  - Prepares for meal service, including beverage items, dry cereals, breads, salads and desserts according to planned menus for various diets and resident preferences.
  - Sets up carts or serving areas as directed.
  - Prepares staff dining room for meal service, replenishes supplies, and sets up dirty dish cart, as directed.
3. Customer service:
  - Works with dining staff to address resident/customer concerns.
  - Offers and provides alternates or replacements, as indicated.
  - Conveys more complicated issues to dining services staff for resolution.
  - Remains cordial and tactful with residents, peers, and others.
  - Exemplifies the standards of the LSC Way
4. Cleanliness of kitchen:
  - Performs cleaning duties in the kitchen, storage areas, and dishwashing areas as assigned. This may include mopping floors, washing dishes, cleaning equipment, or sanitizing workstations.
  - Removes soiled dishes from dining areas, as assigned.
  - May be asked to operate dishwasher.
5. Stocking of kitchen:
  - Stocks and cleans diet kitchens, cabinets, and refrigerators at each station, as assigned.
  - Organizes, stocks, and dates newly delivered supplies, as assigned.
  - Dates, labels, and stores unserved food and condiments as directed.

6. Record maintenance: Checks and records temperatures of equipment (dish machine, refrigerators, and freezers) and ingredients or prepared foods, as assigned.
7. May be asked to record and report other audits, including availability of supplies to ensure cooks have needed supplies so kitchen can run at maximum efficiency.
8. Attends in-service training classes and practices new skills and work habits. After training, may use kitchen equipment as assigned.
9. Understands and utilizes emergency equipment; utilizes safety standards and maintains safe environment.
10. Follows oral and written instruction and the established policies and procedures of the Dining Services Department and the facility.
11. Completes other assigned duties as may be necessary.

**Supervisory Responsibilities, if any:** N/A

**Qualifications (Minimum Job Requirements):**

Education: Some H.S. coursework, H.S. diploma or equivalent; or combination of education and experience.

Specific skills/abilities: Attention to detail and the ability to follow instructions for reading recipes, resident's orders, and checklists. Must have excellent customer service skills and thrive in fast-paced work environment. Must be able to address multiple tasks or issues simultaneously, as quickly as possible without sacrificing quality or safety. Prep cook should enjoy meal service, have good people skills, and manage stress.

Specialized knowledge, licenses, etc.: None

**Preferences (Optional):** H.S. diploma or equivalent. Training/experience in food service environment.

**Working Conditions/Physical Requirements:**

1. The Prep Cook stands and walks intermittently throughout the working day, as well as reaches, stoops, bends, lifts, carries, and manipulates various food products, dietary supplies, and equipment.
2. Must be able to spend hours on feet in places of extreme heat or cold.
3. Must have an ability to work with chemicals and cleaning agents.
4. Must be free from infections or diseases.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

Date

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Supervisor Signature

Date

***Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.***