



POSITION DESCRIPTION

Title: Prep/Line Cook

Reports To: F&B Services Supervisor/Cook

FLSA Classification: Non-Exempt

Approved By: Food & Beverage Services Manager and Human Resources Administrator

Effective Date: February 2018

POSITION SUMMARY

The Prep/Line position provides food preparation services to guests in two cafes and for catering events at various venues across the Evergreen Aviation & Space Museum (EASM) campus. This position requires an effective communicator who can provide outstanding service to internal and external customers by demonstrating respect, courtesy, and empathy.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Greets guests in a welcoming manner and applies outstanding service to all internal and external customers each work day.
- Prepares or assists in the preparation of quality food promptly, complying with standard portion sizes, cooking methods, and standards, while assuming 100% responsibility for the finished product.
- Sets up, maintains, and tears down the food preparation line.
- Operates dishwashing equipment or hand-washes dishes, utensils, pots, etc. and stores clean items according to department procedures.
- Stocks and maintains appropriate levels of food products at station ensuring no outages and rotates product.
- Stores and properly handles raw or prepared foods and non-food supplies.
- Assists with prep work, cleaning duties, and any other assigned tasks in downtime.
- Cleans and sanitizes production equipment, work surfaces, and kitchen according to departmental cleaning procedures.
- Maintains sanitary workstation and handles food in a manner that is consistent with federal, state, and local health department guidelines.
- Follows proper food handling techniques coordinating the use of time, material, and equipment to avoid waste and unnecessary expense.
- Performs food and beverage preparation services at catering events when needed.
- Responds calmly and professionally to guest concerns and complaints. Takes corrective action following policy or procedure or refers them to a supervisor when needed.
- Adheres to all EASM policies and procedures.
- Communicates effectively with guests, docents, staff, and VIP visitors.
- Maintains the highest standards of safety possible while providing a safe, fun, and clean environment.
- Attends in-service training and educational sessions as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

- A high school diploma or GED is preferred.
- Requires one (1) year of food & beverage preparation and line cook experience.
- Current or ability to earn an Oregon Food Handler Card within 30 days of starting in the position is required.
- Current, or ability to obtain within 30 days of hire, an OLCC card.
- Any combination of experience and education will be considered instead of meeting exact qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have outstanding customer service focus in interacting with internal and external customers.
- Ability to use food preparation and kitchen machinery, equipment, utensils, etc.
- Ability to perform duties with and without supervision.
- Ability to perform a variety of tasks concurrently in a demanding environment.
- Demonstrates confidentiality and trustworthiness in dealing with various situations.
- Must be able to think analytically with excellent problem-solving and decision-making skills and abilities.
- Must have excellent interpersonal and communication skills, in person, in writing, and over the phone.
- Demonstrated responsibility for accuracy and timeliness of work performed.

PHYSICAL DEMANDS

- Constantly uses hands for grasping and holding objects that are necessary for performing in your position (for example: food items, utensils, pots, pans, pen/pencil for writing, clipboard, etc.).
- Constantly performs tasks in a workstation in a kitchen environment.
- Constantly performs physical activity that requires walking and/or standing.
- Often performs physical activity that requires climbing and/or twisting.
- Often performs physical activity that requires bending, stooping, reaching, and kneeling.
- Often performs physical activity that requires pushing, pulling, lifting, and/or carrying up to 100 pounds in place or across a distance with or without supportive devices.
- Rarely drives or travels by car and never travels out-of-area or overnight for work-related reasons.
- Often exposed to a variety of cleaning chemicals and in and around dust, fumes, and odors.
- Ability to work in a warm and humid environment that is often noisy and crowded with employees and guests.
- Ability to work a variable schedule, including nights, holidays, weekends, and possible overtime when needed.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

