

ETHOS VEGAN KITCHEN, INC.

JOB DESCRIPTION

COOK

Title:	Cook
Reports To:	Kitchen Lead, Kitchen Manager
Schedule Range:	Two hours before opening to one hour after closing
Employment Type:	Full-Time, Part-Time, or Casual
Compensation:	Hourly Wage, based on tenure and experience

POSITION SUMMARY

Prepare, portion and stock daily pars of food product for execution. Execute and plate hot and cold menu items as ordered. Work as prep cook, line cook, expeditor and dishwasher in rotation with other kitchen staff. Maintain the cleanliness and working order of the kitchen and its related work areas and equipment. Perform other kitchen duties at direction of Kitchen Lead, Kitchen Manager, or Manager-on-Duty on an as-needed basis.

DUTIES & RESPONSIBILITIES

- Consistently comply with our standard portion sizes, cooking methods, quality standards, and kitchen rules, policies and procedures.
- Complete opening and closing task checklists.
- Prepare, portion and stock daily pars as identified on the Daily Prep List.
- Use the standard recipe card for preparing all products. Do not rely on the memory of yourself or other employees.
- Portion food products for execution according to standard portion sizes and recipe specifications.
- Execute and plate hot and cold menu items as ordered.
- Follow proper plate presentation and garnishing for all dishes.
- Safe and sanitary operation of range, griddle, ovens, and all other kitchen equipment.
- Stock and maintain adequate levels of food product at line stations.
- Handle, store and rotate all products properly.
- Maintain a clean, organized and sanitary kitchen including prep tables, counters, shelves, range, griddle, ovens, refrigeration equipment and all other work area components.
- Maintain adequate levels of kitchen and cleaning supplies.
- Inform Kitchen Lead or Kitchen Manager immediately of product shortages.
- Promptly report equipment and food quality problems to Kitchen Lead or Kitchen Manager.
- Wash and store all tableware and kitchenware. Load, run and unload dish machine.
- Maintain adequate levels of clean tableware for dining room and kitchen.
- Perform other duties as assigned by the Kitchen Lead, Kitchen Manager, or Manager-on-Duty.
- Comply with all company policies and attend all scheduled employee meetings.

QUALIFICATIONS

- Have a minimum of 1 year experience in kitchen preparation and cooking.
- Be able to work in hot and loud environment for long periods of time.
- Be able to reach, bend, stoop and easily lift up to 60 pounds.
- Be able to work in a standing position for long periods of time (up to 9 hours)
- Be able to communicate clearly and effectively in English.

Last Updated: 11/13/2007, LMS