



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Prep Cook – Grab-N-Go

Department: Dining Services Reports to title: First Cook/Executive Sous Chef

Full Time: X Academic Year: _____ Date Prepared: 8/16/19

Position Grade: AO1 Regular Daily Work Schedule: 7:00 am – 3:30 pm alternating
Monday – Friday & Sunday - Thursday

Pay Type: Weekly X Monthly _____ Months Per Year: 42 wk Hours Per Week: 40

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

The Prep Cook supports the efforts of Amherst College Dining Services in providing the campus community with excellent service through quality production of our menus, and assisting the culinary team with the production and implementation of menu items. The Prep Cook takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

The work schedule varies and corresponds to the College's operational needs, but generally is 7:00 am to 3:30 pm. As our work is central to student life, their needs occur at a variety of times throughout the day, week, and year and in such, a flexible schedule with extended shift times is required. The Prep Cook may be asked to work in other areas of the operation based on business demand. In addition, the position is designated as providing essential services and should report to work, or remain on duty even though the College is closed.

2. Principal Duties and Responsibilities:

90% Preparation

- Prepare menu items to established standards, adhering to standardized recipes and production methods
- Maintain operational standards and Health Department regulations, maintaining all areas in an orderly, clean, and sanitary manner
- Produce and organize food items prior to need with clear and concise labeling in effort to manage the rotation of goods to ensure highest quality
- Maintain production records effectively
- Ensure equipment used is in sound, working order, and tools used are properly cared for and stored
- Ensure operational organization at the start, during and completion of shift.

5 % Inventory

- Assist with the inventory of storage and supply areas
- Inspect deliveries for quality and accuracy and communicate deficiencies
- Communicate product needs through appropriate channels
- Work effectively to reduce waste and loss of supply and goods
- Maintain effective production records

5% Perform other duties/functions as requested

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

The individual has daily interaction with the campus community, involving both verbal and written communication. This includes but is not limited to: receiving instruction and direction from supervisors, and providing support to the Dining Services team throughout the department; communicating on occasion with customers regarding their needs, suggestions and concerns; and reporting operational issues, concerns and needs through appropriate channels.

This requires the ability to read and comprehend instructions, short correspondence, and memos; the ability to write correspondence; and the ability to effectively present information in one-on-one and small group situations with other employees of the organization.

4. Education: (include certifications and licenses)

Required:

- High School Diploma or equivalent
- Servsafe Certification or be able to achieve within six months of employment

Preferred:

- Prior foodservice production
 - Culinary training, certification or degree
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5. Experience: (List specific skills necessary to perform this job)

Required:

- 1+ year of food preparation experience
- Strong verbal and written communication, customer service, organizational and time management skills
- Ability to taste and work with any and all ingredients used
- Ability to mathematically reduce and expand measurements required by recipe
- Attention to detail
- Work flexible hours based upon departmental needs including extended shifts
- Commitment to or experience working with a diverse community
- Successful completion of a pre-employment physical and lift test

Preferred:

- Volume production experience

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

This position involves frequent exposure to extreme heat and cold, wet and humid environments, sharp tools, machinery, chemicals, grease laden vapors and fumes, and high noise levels. Lift, carry, push, and pull up to 50 lbs. and occasionally lift, push, pull, and carry objects over 50 pounds with assistance. Constant/repetitive motions involving the range of full body use including fingers, arms, knees, hands and wrists. Motions including bending, squatting and stooping, reaching outward and above head, constant walking and standing, and ascending/descending stairs. Manual dexterity including grasping and manipulating tools/equipment, and adjusting controls. Close visual concentration including the ability to perceive color, contrast, and depth, as well as the ability to taste and work with any and all ingredients used.

7. Decision Making:

Work follows established routines, clearly prescribed instructions. Seeks guidance on problem areas from supervisor. Refers non-routine or unusual problems to supervisor.

8. Supervision Exercised / Received:

Moderate supervision received by supervisor. May at times instruct service and support staff in the use or storage of product.

Supervisory Responsibility: Yes _____ No X_____

Number of Employees Supervised: 0_____

