

Iowa Events Center JOB DESCRIPTION



Job Title: Prep Cook	Venue: Iowa Events Center
Company: Spectra Food Services and Hospitality	Department: Kitchen
Reports To: Sous Chef	Supervises People (Y or N): N
Non-Exempt (Hourly)	

JOB SUMMARY:

The Prep Cook assists in preparing and production of food for the venue at catered functions. Responsible for set-up, sanitation, cleaning and closing of workstation area. Employees will work in an ever changing, fast-paced environment. The employee must maintain excellent attendance and be available to work an event based schedule.

ESSENTIAL JOB FUNCTIONS (including, but not limited to...):

- Assists with the delivery of food to designated function areas
- Follow a prep list created by chefs for planned duties
- Prepare cooking ingredients
- Prepare and plate dishes as directed such as salads, entrees and desserts
- Ensure proper storage of all food
- Maintains a positive and compliant employee relations climate
- Ensures compliance with health, sanitation, safety and employment regulations by clearly communicating standards and procedures to all staff
- Maintain a clean and organized kitchen for the food and beverage operation
- Communicate with positively interact with diverse personalities, including co-workers and purveyors in a variety of work situations.

REQUIREMENTS:

- Previous experience or training in food preparation or other related kitchen experience preferred.
- Detail oriented, ability to multi-task and effectively prioritize in a fast-paced, changing environment.
- Ability to be self-directed while working in a team-oriented environment.
- Ability to work a flexible schedule including nights, weekends and long hours.

INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Intellectual/Social demands:

While performing duties of this job, the employee is frequently required to multi-task and prioritize work under time limits and with moderate to high pressure situations. Position requires constant attention to details and accuracy of specified standards or directions including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. Position requires frequent use of interpersonal, communication skill with co-workers and management staff. Position requires frequent ability to work on a task independently and frequently work as a part of a team for a variety of tasks. Ability to learn & consistently perform proper culinary techniques.

Physical demands:

While performing duties of the job, the employee will constantly be required to grasp, fingering manipulation of product, feeling, and lifting. Employee will frequently push, pull, climb, stoop, kneel. Exposure to loud environment including loud food production machinery and crowded workspace. Exposure to hot plates and dishes, hot equipment, hot oil and sharp objects. Exposure to wet floors. Employees will frequently be required to lift up to 75 pounds. Vision requires ability to constantly adjust focus, peripheral vision and close vision. Ability to frequently hear communication of others is a loud food production environment.

Work environment:

The duties of this position are performed primarily indoors. The noise level in the work environment is usually moderate to loud depending on daily work load of catered events, especially when kitchen equipment is in operation. Employees will frequently need to operate kitchen equipment safely after training in a fast-paced work environment including, but not limited to, broiler, flat top, salamander, sauté station, ovens, fryers, knives, choppers, slicers, etc.

This job description is subject to change.

Equal Opportunity Employer Drug Free Work Place

To apply:

Please send your resume, preferred hours and contact information to iowaeventscenter@gmail.com.

I have read and understand the above job description. I am also aware that these responsibilities may change from time to time with or without notice.

NAME: _____ DATE: _____