



## **Prepared Foods Cook**

### Job Description

Reports Directly to Prepared Foods Manager

Nonexempt

Starting Wage: \$21.50- \$29.40 hourly

## **Position Summary**

Orcas Food Co-op's Prepared Foods Cook position is responsible for producing sandwiches and other grab-n-go deli items and prepping for production, serving a consistent and quality product, maintaining the kitchen prep area, clean and orderly cases, properly heating soup to temperature, and keeping displays and floors in and around the prepared foods kitchen tidy.

## **Tasks and Responsibilities**

- a. Produce sandwiches and other grab-n-go deli items according to production schedule and following recipes to ensure quality and consistency;
- b. Prepping for production according to prep schedule; bringing soups up to temperature and setting out for opening store hours;
- c. Dishwashing and cleaning in the deli and production areas. General cleaning in kitchen and deli including sweeping at the end of each shift and mopping floor at end of closing shift, polishing all stainless-steel surfaces and keeping the dish washing area free of clutter or debris, general upkeep of kitchen & co-op as a whole; Ensure department sanitation, cleanliness and safety standards are met;
- d. Ensure that prepared foods area case and displays are stocked and merchandised appropriately;
- e. Be knowledgeable about all prepared foods products and their locations including back-stock;
- f. Familiarity with common allergens, varied diets, products, specialty foods, baked goods and prepared foods;
- g. Knowledge of ingredients present in deli items;
- h. Use proper storage, product rotation and labeling procedures;
- i. Document product transfers from store to prepared foods and record waste items;
- j. Complete daily side work and prep tasks as assigned;
- k. Receive and properly stock deliveries as directed (checking for quality and utilizing proper rotation protocols);
- l. Follow all Health Department regulations;
- m. Keep supervisor informed of any problems and/or ideas;
- n. Participate in team, staff, and other meetings as scheduled;
- o. Maintain vision of the "Big Picture" for the store as a whole while simultaneously attending to details in the prepared foods department;
- p. Know and promote Co-op principles and Mission; follow Co-op work policies and procedures;

## **Job Requirements and Competencies**

- a. Enthusiasm about preparing healthful recipes and contributing ideas for new prepared food items;



# ORCAS FOOD CO-OP

- b. Ability to handle stress and to treat customers and co-workers with respect even in difficult situations;
- c. A passion for identifying and meeting Co-op customer needs;
- d. Available to work a variety of shifts including mornings and weekends and make it to all shifts on time and ready to work;
- e. Ability to work quickly and efficiently;
- f. Ability to learn quickly, prioritize effectively and demonstrate good judgement;
- g. Willingness to ask questions and for help when needed;
- h. Ability to communicate openly and honestly and in a manner that is mutually respectful;
- i. Ability to work independently and as part of a team;
- j. Willingness to assist co-workers with reasonable requests for assistance;
- k. Accepts direction willingly and follows through with delegated tasks;
- l. Self motivating;
- m. Organizes tasks efficiently, maintains focus and stays productive throughout shift;
- n. Excellent communication, organizational and multitasking skills;
- o. Retail food service or restaurant experience preferred;
- p. Familiarity with natural foods preferred, enthusiasm and willingness to learn required;
- q. Knowledge of proper food handling procedures; WA FOOD HANDLER CARD REQUIRED
- r. Consistently practice good personal hygiene;
- s. Ability to safely operate all deli equipment including but not limited to meat slicer, food processor, blender, ovens, induction burners, and knives;

## **Physical Requirements**

- a. Ability to lift 50 lbs.
- b. Ability to stand for long periods, bend and twist repeatedly, lift product overhead, and/or to climb ladders with product.

## **Benefits Include**

- a. 25% Staff discount
- b. 50% deli meal discount when working
- c. Paid vacation
- d. Paid personal leave
- e. Paid lunch breaks
- f. \$135 Monthly Credit at Healing Arts Center (20+hrs)
- g. \$30 Reimbursement for Gym Membership
- h. \$300 HRA arrangement (30+hrs, effective after 90 days)
- i. Employee Charge Account
- j. Access to staff "free bin"