

JOB DESCRIPTION

CALIFORNIA PIZZA KITCHEN

JOB TITLE: Prep Cook
ACCOUNTABILITY: Management Team
FLSA STATUS: Non-exempt

EXPERIENCE REQUIREMENTS: No prior experience required.

LANGUAGE, MATH AND REASONING ABILITIES: Ability to speak clearly and listen attentively to guests and other employees and managers. Ability to read and/or follow written and verbal instructions and implement the same. Ability to add, subtract, multiply and divide. Ability to apply common sense understanding to carry out instructions furnished in written, or oral form.

WORK ENVIRONMENT: While performing the duties of this job the employee is frequently exposed to wet floors, noise and temperature extremes.

PHYSICAL DEMANDS: Ability to stand and/or walk for up to 10 hours a day. Reach with hands and arms, talk, hear and taste or smell. The employee is occasionally required to stoop or kneel, lift up to 60 lbs. and perform other diverse physical tasks as needed. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

OVERALL RESPONSIBILITIES: Include the following but other duties may be assigned.

- ★ Follow exact recipes, procedures, specs, and techniques as outlined by current CPK Policy at all times.
- ★ Assure and maintain highest standard of food quality, sanitation and maintenance in Prep station.
- ★ Assure timely and accurate preparation of prepared foods in strict adherence to CPK recipes/specs.
- ★ Have the ability to prepare all necessary items for station as needed.
- ★ Assist in receiving of goods, daily inventory of prepared foods and maintain proper storage and rotation of product.
- ★ Work in clean, sanitary manner keeping area clean during shift and thoroughly cleaned and organized for next shift, including storerooms, walk-in refrigerators and freezers.
- ★ Work closely with store management and other employees to create a Team Concept.
- ★ Be properly dressed in uniform with name tag and pins, and maintain a clean, professional appearance throughout shift.

SPECIFIC RESPONSIBILITIES: Include the following but other duties may be assigned.

Training

- ★ Help train new employees and managers using up-to-date policies, procedures and menu execution techniques.
- ★ Practice and teach safe/sanitary handling of cutting boards, counter tops, knives, and equipment.
- ★ Promote the R.O.C.K. and C.A.R.E philosophy.
- ★ Attend all meetings and classes (portion, knife safety/sanitation, etc.) as directed by Kitchen Manager.
- ★ Work with Kitchen Manager to complete Certification Program.

Shift Duties

- ★ Prepare and accurately complete station prep par sheet. Make sure all food is covered, labeled, and dated properly. Assure timely completion of prepared foods to avoid running out of product.
- ★ Attend pre-shifts.
- ★ Keep walk-in, freezer and storerooms organized and clean with prepared foods in proper size containers. Practice "clean as you go".
- ★ Rotate all raw and prepared foods – assure proper thawing procedures.
- ★ Perform station opening/closing and sidework duties each shift, and check out with manager.

Communication

- ★ Encourage and praise trainees for good performance.
- ★ Work with the Kitchen Manager to adjust pars to suit business.
- ★ Be patient with trainees' questions and different levels of experience.
- ★ Be aware of posted information from previous pre-shifts and follow through accordingly.
- ★ Communicate any food that has to be re-made, or thrown out for any reason to the expeditor.
- ★ Communicate any irregularities, 86's or other pertinent information to the manager.
- ★ Notify the manager of any problems with equipment or breakage that would affect the supply of necessary items for service.

Leadership

- ★ Demonstrate leadership by displaying your job expertise, flexibility, positive attitude, initiative, organization, communication skills and enthusiasm.