



Job title: Prep Cook
Department: Kitchen
Grade: 12

FLSA status: Non-Exempt
Reports to: Executive Chef

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Properly prepares and cooks meals that are served on-time to Sandy Cove guests and staff.

General Purpose: To help produce guest & staff meals that contribute to an excellent dining experience and help them connect with God & each other.

Role Qualifications:

- A personal relationship with Jesus Christ
- Must contain an excitement for the mission at Sandy Cove Ministries
- Teachable

Essential Job Functions/Responsibilities:

- Cook and serve meals for guest and staff and meet special dietary requests
- Ensure food is stored at proper temperatures before being taken to guest lines
- Communicate with Wait Staff to ensure guest needs are met and shift runs smoothly
- Prepare meals by placing in trays, making sauces and/or soups in advance and ensure amount of food for meals aligns with anticipated guest numbers
- Clean up by putting away leftover food, sweeping/mopping floors, scrubbing and sanitizing work stations, turning off ovens, steamers and lights in walk-ins, (locking up if last out)
- Contribute to maintaining the highest level of cleanliness and safety within Kitchen as well as ensure all health & safety regulations as mandated by law and Sandy Cove policy
- May accept delivered food/supply orders in absence of receiving steward
- Assist other Food Service employees with cleaning up
- Complete any other reasonable task assigned

Essential Skills and Experience

- Ability to foresee needs and problem solve accordingly
- Good communication skills and ability to work in team environment
- Creative
- Ability to work under pressure and produce accurate results

Nonessential skills and experience:

- Experience working in Christian camps or conference centers

Reporting to this position: None.

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

■ *Physical demands:* While performing the duties of this job, the employee is required to stand for long periods of time, walk, sit, use hands, climb stairs, balance, stoop, kneel, talk, see or hear. The employee must occasionally lift and/or move up to 50 pounds and handle hot/cold and sharp items

■ *Work environment:* The noise level in the work environment ranges from minimal to very loud. Room temperature can fluctuate dramatically and floors can become slippery and employee handles hot/cold items and sharp objects.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Created: 3-21-10

Revised: