



## **JOB DESCRIPTION**

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**DATE:** 09/12/08 (rev Title 3/2/16) **HOTEL:** BATTLE HOUSE  
**JOB TITLE:** PREP COOK **DEPT:** KITCHEN  
**JOB CODE:** 51247 **DEPT. #:** 029  
**WAGE CODE:** **SCHEDULE:**  
**IMMEDIATE SUPERVISOR:** SOUS CHEF

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### **PURPOSE**

To prepare, season and cook soups, meats, vegetables, desserts and other foodstuffs for consumption in eating establishments; to consistently produce safe and quality food product under direct supervision of supervisor or chef; and to be responsible for a specific station for a specific shift as well as to master knife skills and food safety procedures.

### **ESSENTIAL FUNCTIONS**

1. Responsible for all food safety and temperature charts.
2. Learn the requisition process and requisition for food on a daily basis.
3. Learn and practice F.I.F.O. (First in, first out) to ensure freshness and quality of the food product.
4. Prepare all items according to recipe cards and correct Handling Procedures. Insure all food items are cooked to the recommended internal temperature and all reheated food is cooked to a minimum of 165 degrees, using an accurate food thermometer.
5. Learn the meaning of "Mise en Place". Prepare daily prep list and use it as a tool for ongoing preparation during shift to ensure all items are available for service, as well as for next shift, for maximum efficiency through peak periods. Always be concerned with "Over Production" and proper use of leftovers. Properly portion all items on your assigned station. Assist in prep work for other stations or areas if possible. Help keep restaurant buffet stocked at all times when there is a buffet.

6. Time food preparation according to outlet standards, i.e., food in banquets must be ready 30 min. before function starts, food in restaurants must be ready in time according to food period standards.
7. Return all food items not used on next shift to designated storage areas and make sure all food that is to be prepared for service is dated, covered and labeled and kept at the proper temperature in clean containers. Hot food must be kept at a temperature above 140 degrees and cold food below 40 degrees.
8. Practice proper break-down and storage of all leftovers. Break-down all leftover food to clean pans and notify the Supervisor/Chef about the amounts of specific items which are left.
9. Work with safety standards in mind at all times. Practice proper hand washing techniques, wear gloves for ready-to-eat food, wear slip resistant shoes, practice safe knife handling, and expect tools to be hot in the kitchen. Practice sanitization standards using proper sanitation solution and sanitize work area before use. Have sanitization buckets on your stations with proper solution according to Marriott standard before you begin your shift.
10. Energy conservation must be maintained at all times and avoid unnecessary energy usage. Do not let water run unnecessarily, turn gas off when not needed; keep refrigeration equipment closed when not in use.
11. Maintain highest quality and appearance of all foods send from Kitchen and make sure plates are cleaned and appetizing. Eating, drinking, chewing or smoking in food production areas is not permitted.
12. Maintain highest standards in appearance by wearing clean and proper uniform when at work. Proper uniform is: chef coat, chef pants, hat, apron, name tag, calibrated thermometer, marker and pen; all of which are supplied by the hotel, and slip resistant shoes. Jewelry and proper grooming standards must be adhered to according to associate handbook.
13. Cooks are held to the highest standards regarding punctuality and attendance. See company attendance policy.
14. Culinary associates are responsible for the cleaning of their area as well as the entire kitchen. Comply with the “clean as you go” policy to make the job easier. Maintain good housekeeping practices in all walk-in boxes, walk-in freezer, and dry goods storeroom.
15. At the end of the scheduled shift, before leaving the kitchen, all floors and equipment must be cleaned and organized. Mop within a 15 foot radius of your work station during and at the end of your shift.

16. Promote and maintain effective communication between yourself and Chef/Supervisor. Maintain positive attitude with your co-workers while at work.
17. Maintain strict compliance with company recipe cards, procedures, and Use Records.
18. Promptly report all needed maintenance projects to AYS and Chef/Supervisor.
19. Comply with state and local laws regarding 30 min. break during scheduled 8 hour shift, but be sure to understand that the time of break is determined by business level and amount of prep work. You may be required to take your break right after clocking in or just before clocking out at the end of your shift. Smoke breaks will be permitted only by your immediate Chef/Supervisor.
20. Attend all associate meetings, pay attention, and take notes. Be active in improving standards in quality of food and service.
21. Each associate is expected to carry out all reasonable requests by management which the associate is capable of performing.

### **PREREQUISITES**

- Food Handler's Card
- High school diploma or GED, or six (6) or more months related experience in a hotel or dining establishment and or training; or equivalent combination of education and experience
- Ability to read and comprehend simple instructions, short correspondence and memos
- Ability to write simple correspondence
- Ability to apply common sense understanding to carry out detailed, but involved written or oral instructions
- Guest satisfaction awareness
- Honesty and integrity above reproach
- On-going aggressive hospitality
- Good communication skills
- Professional demeanor
- Ability to function and be flexible in changing environment
- Ability to receive menial labor instructions
- Ability to take constructive criticism
- Demonstrate safe work habits
- Ability to reason and know when to ask for help

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, a kitchen associate is regularly required to stand, walk, handle or feel, reach with hands and arms, and stoop or crouch. The associate is frequently required to talk or hear. The associate must regularly lift and/or move objects up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. A kitchen associate may be required to work with moving parts, in extreme cold or

hot surroundings, high elevation, handling toxic or caustic chemical solutions, as well as sharp objects. Kitchen associates are occasionally exposed to wet and/or humid conditions. The noise level in the kitchen is usually loud.

NOTICE: The hotel business functions seven days a week, 24 hours a day. All associates must realize this fact and be aware that at any time it may be necessary to move an associate from their accustomed shift as business demands. In addition, you understand that business demands the amount of hours you work, and that some weeks you may be scheduled less than 40 hours.

I HAVE READ AND RECEIVED A COPY OF THE ABOVE JOB DESCRIPTION AND FULLY UNDERSTAND THAT ANY VIOLATION OF THE STATED RESPONSIBILITIES AND DUTIES IS GROUNDS FOR DISCIPLINARY ACTIONS.

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Associate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date