



## **JOB DESCRIPTION**

### **Job Title: US Cook II**

Campus: Upper School

Reports to: Head Chef

Status: Part-time or Full-time

### **Job Summary**

At Norfolk Christian Schools' cafeteria, we are looking for an ambitious Cook to assist the head chef with daily meal preparation for the Norfolk Upper School students and staff. A great cook will be quick and diligent and willing to improve on the job. Potential candidates should work well under pressure and be overall team players. Prior culinary experience is highly preferred.

### **Responsibilities**

- Follow the prep list for current and future days
- Label and stock all ingredients on shelves so they can be organized and easily accessible
- Measure ingredients and seasonings to be used in cooking
- Prepare cooking ingredients by washing and chopping vegetables, cutting meat etc.
- Undertake basic cooking duties such as reducing sauces, par cooking food etc.
- Prepare, package and label dishes such as salads, entrees, etc.
- Maintain a clean and orderly kitchen by washing dishes, sanitizing surfaces, taking out trash etc.
- Ensure all food and other items are stored properly
- Comply with nutrition and sanitation guidelines
- Perform other kitchen duties as assigned
- Adheres to City of Norfolk safety policies and procedures including proper food safety and sanitation.
- Run the cash register during lunch times and classroom breaks

### **Professional Skills**

- Front of house skills – this person is the face of the cafeteria staff and must be friendly and polite. You must also be able to work a computerized cash register and efficiently provide change for cash paying customers.
- Knowledge of kitchen tools and utensils – a proper knowledge of the kitchen tools and utensils is required in order to perform the specific tasks and requirements. A short introduction to the available equipment is done when hired, but each prep cook candidate must know the basics.
- Good coordination – the prep cook works with sharp utensils, pans with high temperatures, steaming pots, etc. The perfect candidate must coordinate his actions so as to avoid any type of hazards.
- Good learning skills – this is the first step in a culinary career, so learning to reach new levels is essential. Prep cooks must have their eyes and ears open and learn along the way from both what they are told and shown, but also by observing the other members of the staff working.
- Ability to work following verbal instructions –most commands and instructions are given verbally to allow for efficient time management. The prep cook must listen and carry a pocket size notebook, along with pen, thermometer and sharpie to effectively complete daily tasks according to the spoken requirements.
- Work well under pressure – working in a professional kitchen requires perfect stress management because most of the activity is done under pressure and under strict deadlines. Tense situations may occur and it is preferable that the prep cook knows exactly how to act in such moments.

### **Personal Skills**

- Passion – in the culinary industry, passion for what you are doing is essential. The vigorous working environment and the variable schedule can be handled only by those who are truly passionate about their job and take pride in their results.
- Positive attitude – a prep cook is part of a team, so a positive attitude will increase the team's confidence in them and will create a good working environment.
- Good communication skills – the kitchen's staff works in a fast paced environment, so conveying information in a clear, concise and polite manner is essential for good collaboration and perfect overall results.
- Patience and perseverance – even though much of the work is done in an alert rhythm, the prep chef must keep their calm and work diligently for a good result.
- Great endurance – most of the prep cook work is done standing, moving their arms and lifting and carrying heavy weights, therefore great physical endurance is necessary.

Pay compensation is based on experience. There is always opportunity for growth within the company.