

Job Title: **Prep/Utility Worker**

Department: **Food Service**

Reports to: **Back Kitchen Supervisor**

Key Areas of Responsibility:

- Prepares ingredients for recipes and performs other routine food preparation duties to assist cooks in the preparation of meals.
- Cleans and sanitizes work areas.
- Cleans and sanitizes dishes, utensils, and equipment.
- Prepares cold foods. Mixes ingredients for salads.
- Washes, peels, and cuts fruits and vegetables to prepare for cooking.
- Uses manual and/or electric appliances to slice and trim foods.
- Prepares and serves beverages such as coffee, iced tea, and lemonade.
- Stores food in designated containers and storage areas to prevent spoilage.
- Removes leftover food from dishes by spraying or scraping when needed.
- Loads dishes, glasses, and tableware into the dishwasher.
- Removes dishes from dishwasher.
- Delimes dishwasher weekly.
- Stores dishes in the appropriate location.
- Prepares and serves desserts.
- Adds salt to water softener.
- Empties trash containers regularly and places trash in the designated pick-up area.
- Helps wash dishes in the main kitchen and bake shop as needed.
- Assumes additional duties as assigned.

Education:

- High School Diploma or equivalent preferred.

Experience:

- Previous experience in a food service environment preferred.

Training:

- StateFoodSafety certification for WV.

Knowledge and Characteristics:

- Ability to lift up to 30 lbs. with assistance.
- Ability to maintain professional, courteous working relationships with co-workers.

Tools/Equipment Used:

- Kitchenware (Knives, peelers, etc.)
- Dishwasher
- Meat or Bread Slicer
- Coffee Maker
- Utility/Kitchen Cart

Terms of Employment:

This is a full-time, year-round position. Days will vary but will include some weekend and holiday work. Work will be indoor/outdoor and may involve working in inclement weather conditions from extreme heat to extreme cold temperatures. Pay range is \$16-17 per hour based on experience.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.

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