

NORTH CENTRAL MICHIGAN COLLEGE

POSITION TITLE: Food Service Prep Cook		HOURS: 28 hours per week, nine month position with seasonal potential for summers as needed.	ORIGINAL DATE: September, 2013	GRADE:
ORGANIZATIONAL UNIT: Food Service	REPORTS TO: Director of Food Service & Conference Center		REV NO. & DATE: March 2020	PAGE: Page 1 of 1

PRIMARY FUNCTIONS:

The Prep Cook's primary responsibility is to prepare non-grill foods for Lunch / Dinner and Special Events as instructed by the Director of Food Service and Conference Center. The Prep Cook may also be called upon to set up and deliver food to various events on (or off) Campus.

DUTIES AND RESPONSIBILITIES:

1. Have and maintain fundamental knowledge and mastery of cooking techniques.
2. Be familiar with and follow safe food handling practices, maintain a sanitary food preparation area, and maintain/obtain ServSafe Certification.
3. Work with the Director to ensure proper preparation and presentation of non-grill foods and special event menus by following directives from the Director regarding recipes, presentation, timetables, etc.
4. Will be required to work independently, as needed, to ensure proper preparation and presentation of non-grill foods and food for special events.
5. Be familiar with the function and operation of all professional kitchen equipment.
6. Delegate, instruct, and oversee basic food prep to student workers as needed.
7. Prepared food for next shift as needed, as specified by the Director.

The above statements are intended to describe the general nature of the job. They are not considered a complete list of all the job duties. Other duties may be assigned, as needed, by the Director of Food Service & Conference Center.

MINIMUM QUALIFICATIONS:

1. Requires High School diploma or equivalent
2. Two years food service (kitchen) experience
3. ServSafe Certification or ability to obtain within 6 months of hiring

PHYSICAL DEMANDS:

- Required to lift 25 pounds
- Stand during work shift, walk, stoop, kneel, or crouch
- Speak to customers with proper grammar and in a pleasant manner
- Required to taste and/or smell

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving parts; fumes or airborne particles; toxic or caustic chemicals.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of North Central Michigan College to offer employment and access to all campus programs without regard to race, color, national origin, religion, sex, sexual orientation, age, height, weight, marital status or disability. Inquiries regarding compliance with all federal, state and local statutes and regulations may be directed to: Vice

President of Finance and Facilities, Administration Building, North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770 Telephone: 231-348-6600.

I understand that this job description is intended to describe the general nature and level of work being performed when assigned to this job. It is not to be construed as an exhaustive list of all job duties that I may perform and shall not be construed as declaring all specific duties and responsibilities. It is not intended to limit or in any way modify the right of my supervisor to assign, direct, and redirect work.

I understand I may be asked to perform additional duties as required by my supervisor that are of similar kind or level of difficulty.

Employee Name: _____

Employee Signature: _____

Date: _____