



THE BEACH CLUB

JOB TITLE: Prep Cook

DEPARTMENT: Kitchen

REPORTS TO: Executive Chef & Sous Chef

TYPE: Full-Time, Part-Time, Seasonal

JOB SUMMARY

Cook and prepare a variety of food products including meats, seafood, poultry, vegetables, sauces, stocks, and other food products using a variety of equipment and utensils according to the Daily Prep List.

PRIMARY JOB FUNCTIONS

- Complete opening and closing checklists.
- Refer to the Daily Prep List at the start of each shift for assigned duties.
- Prepares a variety of meats, seafood, poultry, vegetables, and other food items for cooking in broilers, ovens, grills, fryers, tilt kettles, and a variety of other kitchen equipment.
- Understands and complies consistently with our standard portion sizes, cooking methods, quality standards, and kitchen rules, policies, and procedures.
- Portions food products prior to cooking according to standard portion sizes and recipe specifications.
- Maintains a clean and sanitary workstation area including tables, shelves, walls, grills, broilers, fryers, sauté burners, convection oven, combi oven, cooktop range, and refrigeration equipment.
- Opens the kitchen properly and follows the opening checklist for kitchen stations. Assists others in opening the kitchen.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Promptly reports equipment and food quality problems to the Executive Chef or Sous Chefs.
- Inform the Executive Chef or Sous Chef immediately of product shortages.
- Uses our Standard Recipe Card for preparing all products. Do not rely on the memory of yourself or other employees.
- Performs other related duties as assigned by the Executive Chef, Sous Chefs, or manager-on-duty.



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ESSENTIAL SKILLS & QUALIFICATIONS

- A minimum of 1 year of experience in kitchen preparation and cooking.
- At least 6 months' experience in a similar capacity.
- Must be able to communicate clearly with managers and kitchen personnel.
- Be able to reach, bend, stoop, and frequently lift up to 40 pounds.
- Be able to work in a standing position for long periods of time (up to 9 hours).
- Ability to work daytime, nights, weekends, and holidays.
- Responsible Food Handlers Certification
- Excel in a fast-paced environment, stay focused, prioritize tasks, and maintain composure while efficiently managing multiple responsibilities.
- Basic math skills
- Team spirit

Preferred Skills and Qualifications

- High School Diploma

Supervises

- None



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PHYSICAL, ENVIRONMENTAL, COGNITIVE, AND SOCIAL REQUIREMENTS

Sitting, standing, walking, reaching, stooping, bending, twisting, kneeling, pushing, pulling, grasping: stand for long periods of time; stoop, bend, squat, climb, kneel, twist at the neck and waist, reach above and below shoulder level, push and pull including mops, vacuum cleaners, other equipment. Exposure to heat, moisture, and cleaning chemicals. Use of hands and fingers to feel and grasp, push and pull, and for fine manipulation and to scrub, wipe, polish, and fold.

Lifting: lift up to 35 lbs.

Speaking, writing, and active listening: Be able to use oral communication skills effectively to talk and hear both in person from close and in noisy environments; interact effectively with the public and management, and occasionally deal with distressed or quarrelsome individuals.

Critical and creative thinking skills: Able to observe and interpret people and situations; learn and remember necessary information.

Time management: prioritize assignments for example, schedule effectively and manage own time efficiently in order to complete work on a timely basis; shift focus to perform work on multiple, concurrent tasks with frequent interruptions; work well under pressure and deadlines.

Vision Requirements: Close vision, distance vision, use of both eyes to identify dirt, dust, and to read labels and instructions on cleaning products. Ability to distinguish basic colors and shades; depth perception, peripheral vision, and ability to adjust focus.

Schedules are subject to modification based on business volume and demand.

Note: Although this job description in no way states or implies that these are the only duties to be performed by the Team Member occupying this position, a review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Team Members will be required to perform any other job-related duties assigned by their supervisor. All duties and requirements are essential job functions, and subject to possible interactive discussion and reasonable accommodation for individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. This description may be changed, modified, or edited at any time based on the demands of the business.

My signature below acknowledges receipt of this job description. I understand it is my responsibility to review this job description and ask any questions necessary to understand its content.

Team Member Signature

Date

Human Resources Signature

Date