



## Preparation Cook Job Description

**Job Title:** Preparation Cook (non-exempt)

**Division/Department:** Back of the house / Preparation area

**Reports to:** General Manager, Assistant Managers, Supervisor & Kitchen Supervisor.

**Salary Grade/Band:** DOE

**Last Revision Date:** January 2018.

### Summary

The preparation cooks at Julio's are responsible for preparing food so that all menu items are always available for buffet or a la carte service according to our recipes, presentation guidelines and safety and sanitation regulations of the State of Texas. It is essential that they maintain have full knowledge of the recipes for our regular menu and specials and take care of their work space and work tools provided to them by Julio's. Like all other positions at the restaurant they must comply with all company policies.

### Primary Responsibilities

1. Show up ready for work (clean and in full uniform) at the time scheduled
2. Maintain your personal appearance in accordance to restaurant grooming standards
3. Follow safe and sanitary food handling procedures
4. Prepare, portion and package raw foods necessary for service - always following restaurant recipes and procedures, and ensuring quality and freshness
5. Responsible for the yields and correct use of all ingredients
6. Respond to line cooks when asked for ingredients needed in the line for service
7. Work and communicate with other cooks and kitchen supervisor to make sure enough product is ready when needed - food must be always available and ready for use
8. Maintain minimum inventory amount of prepared foods throughout the day to be handed over to the next shift, taking into consideration forecasted sales and special event reservations
9. Request management for any supplies needed from storage areas and freezer
10. Report to management when any products are running low (not when they are finished)
11. Make good use and maintain cleanliness of restaurant equipment and utensils
12. Help line cooks with station set up before the start of the rush
13. Thaw frozen ingredients for preparation on a daily/nightly basis
14. Responsible for correctly wrapping, labeling & putting away all product
15. Clean work station and equipment at the end of the shift
16. Maintain cleanliness and organization in the kitchen, storage areas and coolers
17. Perform cleaning duties as assigned

### Additional Responsibilities

- Must be able to assist line cooks when necessary
- Must maintain a focus on accuracy, presentation, cleanliness and timing while working
- Cool down and cook foods within required time limits to the temperatures specified by the Department of Health - test temperature of foods as necessary
- Maintain full knowledge of the menu

- Maintain a sanitary work area at all times
- Maintain a harmonious relationship with all employees
- Inform management when there is a need to purchase food ingredients, supplies or equipment
- Must report to management any problems or issues with products purchased and kitchen equipment
- Rotate product following FIFO policy (First In First Out)
- Keep sanitizer buckets in the kitchen at all times, changing the water when necessary
- Attend all scheduled meetings and provide suggestions for improvement
- Other duties as assigned by kitchen supervisor and management

**Qualifications and skill requirements**

- ✓ Must be at least 18 years of age
- ✓ At least 1 year of previous cooking experience in Mexican food is required
- ✓ Must have a current Food Handlers card issued by the State of Texas
- ✓ Must have knowledge of kitchen equipment handling procedures
- ✓ Must have full knowledge of the food menu
- ✓ Must know the ingredients and methods of preparation of all items served at Julio's
- ✓ Must be able to understand and carry out detailed written and/or verbal instructions
- ✓ Must have multi-tasking abilities
- ✓ Must be able to work under pressure
- ✓ Must be a team player
- ✓ Must have a positive attitude
- ✓ Must be bilingual (Spanish-English)

**Working conditions**

- Walking and standing for extended periods of time
- Working under pressure
- High noise level
- Working in extreme temperature environments
- Exerting up to 60 pounds of force
- Lifting up to 100 pounds
- Bending
- Stretching

**Uniform**

- T-shirt or chef coat
- Black pants
- Black non-slip shoes
- Baseball cap
- White apron - provided by Julio's
- Hair net - provided by Julio's

I agree to follow all the instructions and procedures dictated by this job description.

Employee Name: \_\_\_\_\_ X \_\_\_\_\_ date: \_\_\_\_\_.