

JOB DESCRIPTION

Job Title	Prepared Foods Clerk	Department	Prepared Foods
FLSA Status	Non-Exempt	Reports To	Director of Food Service
	<input type="checkbox"/> Fulltime <input checked="" type="checkbox"/> Part-time	Hours	Max 29
Date Created	12/31/22	Approved	

Primary Functions: The Prepared Foods Clerk is responsible for preparing fresh foods and providing excellent customer service.

Essential Functions

- Follows all quality standards, safe food handling to ensure compliance with state, federal and OSHA safety and sanitation regulations.
- Prepares food and follows recipes for quality control.
- Uses proper knife skills to prep ingredients to ensure a consistent outcome.
- Maintains clean displays in proper order and assists with restocking.
- Takes orders and provides exemplary customer service.
- Removes food from buffet and properly stores food following safety guidelines.
- Ensures cleanliness of kitchen and serving area, adhering to washing of kitchen utensils and equipment according to sanitary methods.
- Any other duties as assigned.

Competencies

The Prepared Foods Clerk must be self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have good interpersonal and communication skills, and interface well with management, co-workers, and the public. The Kitchen Associate must be friendly and have the ability to work in a fast-paced environment.

Education and Experience

- 18 years of age
- High School Diploma or equivalent
- Culinary training or experience preferred
- 0-1+ years' experience in Kitchen prep
- Microsoft Office proficient

Physical Requirements

- Ability to be work in varied temperature environment due to working with ovens and freezers.
- Ability to be in a stationary position and/or move about for various intervals
- Ability to utilize the phone (requiring auditory and verbal senses)
- Ability to utilize computer and packaging equipment for various intervals (requiring finger dexterity/visual acuity)
- Ability to lift up to 25 lbs.
- Regular and predictable attendance

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects managements assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.