

**City of Prineville**  
**Meadow Lakes Restaurant**

**Kitchen Staff**

**Position Summary:**

Maintain kitchen in a manner meeting state standards guaranteeing a Grade A rating. Preparing food for guests' consumption with a pleasing appearance and mouth-watering taste.

**Position Status:** \_\_\_\_\_ exempt     non-exempt

**Reports to:** Restaurant Manager and General Manager/Head Professional

**Essential Functions:**

- Wash, peel and/or cut various foods to prepare for cooking or serving.
- Weigh or measure ingredients.
- Clean fowl, fish or poultry, and shellfish to prepare for cooking or serving.
- Inform supervisors when supplies are getting low or equipment is not working properly.
- Keep records of the quantities of food used.
- Load dishes, glasses and tableware into dishwashing machines.
- Make special dressings and sauces as condiments for sandwiches.
- Mix ingredients for green salads, molded fruit salads, vegetable salads, and pasta salads.
- Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards and other storage areas.
- Remove trash and clean kitchen garbage containers.
- Scrape leftovers from dishes into garbage containers.
- Stir and strain soups and sauces.
- Carry food supplies, equipment, and utensils to and from storage and work areas.
- Clean work areas, equipment, utensils, dishes, and silverware.
- Cut, slice and/or grind meat, poultry, and seafood to prepare for cooking.
- Distribute food to waiters and waitresses to serve to guests.
- Prepare a variety of foods according to guests' orders or supervisor's instructions, following approved procedures.
- Store food in designated containers and storage areas to prevent spoilage.
- Use manual and/or electric appliances to clean, peel, slice and trim foods.

## **Qualification Requirements**

### **Knowledge, Skills & Abilities**

- Knowledge of exceptional customer service and ability to provide such service.
- Ability to keep orders straight.
- Ability to verbally communicate well with the guests, fellow team members and supervisors. Use active listening – giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to learn and use the computer technology that is required for restaurant operations.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of state laws pertaining to proper food preparation and kitchen cleanliness.
- Ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- Ability to estimate sizes, distances, and quantities; or determining time, costs, resources and materials needed to perform a work activity.

### **Special requirements/licenses:**

Food Handlers license

### **Education/Experience required:**

Previous food preparation experience preferred; can be trained on-site.

### **Supervisory Responsibilities:** None

### **Working conditions:**

While performing the duties of this position, the employee is regularly required to talk, hear, stand, walk and sit. You may be required to lift and/or move up to 50 lbs. Good vision is also required.

Physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, stooping and handling of materials. Using hand and arms in handling, installing, positioning and moving materials and manipulating things.

The work environment is indoors. The noise level is typically similar to general office work with telephones, personal interruptions and background noises. The work is performed in a temperature-controlled, well-lit building.