

WEST SIDE CATHOLIC CENTER

Job Description

Job Title: OCP – Lead Prep Cook
Reports To: OCP – General Manager
Work Hours: 24 – 30 hours per week – hours may vary, Monday through Saturday; hours may vary throughout the week. Ability to work nights, weekends, holidays as required. Hours may vary throughout the week.
FLSA Status: Non-Exempt
Dates Updated: 11/4/2021, 1/20/2022
Hourly rate: \$15 per hour; commensurate with experience

SUMMARY:

Under the supervision of the OCP – General Manager and in direct communication with the Kitchen Manager, the Lead Prep Cook is responsible for ensuring that all necessary essential prep is completed each day. Specifically, but not limited to, the pizza dough, pasta and pizza sauces, and cookies/desserts. Addresses marketing, promotion and planning specific to events.. Performs other duties of a similar nature as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees and executes adequate daily prep.
- Prepares food items at specified and sufficient levels per GM and Kitchen Manager direction.
- Makes sure all menu items are prepared per managements specifications.
- Ensures all safety/sanitation guidelines are met and exceeded in every aspect.
- Checks, stocks and tracks inventory for appropriate rotation and utilization.
- Communicates with GM and Kitchen Manager concerning orders, prep, inventory, and events.
- Assists with the training and teaching of newly hired OCP employees and WSCC Culinary students.
- Performs other duties of a similar nature as may be required.

QUALIFICATIONS:

- High School diploma or it's GED equivalent.
- Minimum of two (2) to four (4) years in the culinary industry.
- ServSafe Certification

SKILLS AND KNOWLEDGE:

- Ability to handle a fast-paced environment utilizing strong multi-tasking and organizational skills.
- Handles stressful situations with professionalism, courtesy and tact.
- Understanding of regulatory requirements for cleanliness and safety.

- Possesses strong leadership skills.
- Demonstrates patience and an understanding of trauma and its effects on the lives of individuals who experience traumatic life events.
- Providing a high level of customer service.
- Demonstrates interpersonal skills necessary to interact effectively with individuals from diverse, racial, ethnic, and socioeconomic backgrounds.
- Excellent written and verbal communication skills and the ability to communicate specifically with an audience from diverse racial, ethnic, and socioeconomic backgrounds.

PHYSICAL EFFORT & JOB CONDITIONS:

Work involves long periods of time standing, stooping, walking, pushing/pulling, reaching, frequently lifting and moving of objects weighing up to 40 pounds and occasionally lifting or moving objects weighing more than 40 pounds.

You will be often exposed to uncomfortable temperatures in kitchen because of steam and heat from cooking and dishwashing. You will sometimes be exposed to extreme temperatures of the hot kitchen and the walk-in refrigerators. You will be regularly exposed to hot liquids, sharp cutting blades and hot working surfaces. The area is usually noisy and there is danger of slipping on floors where food or beverages have been spilled or from mopped floors. You may be subject to minor injuries such as cuts and bruises and therefore must exercise caution at all times to minimize injury to self, staff, and customers.

It is the policy of West Side Catholic Center to provide reasonable accommodations to qualified individuals with a disability who are either applicants for employment or are current employees. Should you require any assistance or reasonable accommodation to complete this application or participate in interviews, please make a note on the application or notify the interviewer.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

To understand responses to traumatic life events, the concept of a trauma informed environment, vicarious trauma and the need for self-care.

We are committed to promoting Diversity, Inclusion, and Equity throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

West Side Catholic Center is pleased to be an Equal Opportunity Employer (EOE).