Dinosaur Restaurants LLC

Job Description

Job title: **Prep Cook**

Work Location:

Division/Department: Operations

Reports to: Manager on Duty

■ **Full-time**	☐ **Exempt**
☐ **Part-time**	■ **Nonexempt**

Essential Duties and Responsibilities:

The Line Cook's role is to provide "Guest First" service and make our guests feel welcome at all times. This includes maintaining product presentations, product quality and cook time standards.

- Maintain kitchen work area, equipment, plateware and utensils in a clean, sanitary, and orderly condition.
- Assist other cooks, prep, dish, and smokehouse as necessary.
- Thorough knowledge of menu items.
- Completes all assigned prep work and sets up cook's station according to station diagram.
- Utilizes recipes every time a food item is being prepped.
- Prepares menu items according to recipes, plate presentations, and Dinosaur specifications.
- Responds to any additional requests from our guests in a timely manner.
- Attends all company meetings and training seminars as required.
- Responsible for all cleaning duties outlined in the restaurant. Completes assigned daily and weekly cleaning projects.
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures
- Adherence to company uniform and grooming policies.
- Portrays a favorable image of Dinosaur Bar-B-Que at all times

Education and/or Work Experience Requirements:

- 6 mos. to 2 years related experience preferred.
- High school diploma or GED required
- Food Handler's certificate is required
- Capable of using knives, slicing equipment and other food preparation equipment.
- Ability to place plates, utensils, pans, and cases on high and low shelves.

Knowledge/Skills/ Abilities

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to manage his or her own work flow and resolve questions and problems with supervisor.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other

federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Ability to stand and/ or walk throughout the entire shift and work in a restaurant environment.
- Must be able to lift and carry up to 70 lbs
- While performance the duties, this position is regularly required to talk or hear in person; uses hands repetitively, feel or operate restaurant equipment, bend, kneel, crouch and climb and will be exposed to wet floors, noise, and temperature extremes.

Physical Requirements in a Typical Day:

	Seldom	Occasionally	Frequently	Continuously	N/A
Sit					X
Stand				X	
Walk				X	
Bend			X		
Squat			X		
Crawl	X				
Climb		X			
Kneel		X			
Push/Pull			X		
Overhead Reaching			X		
Lift/Carry:					
1 – 10 lbs.				X	
11 – 20 lbs.				X	
21 – 50 lbs.			X		
50 – 100 lbs.		X			

NOTE: Dinosaur Bar-B-Que® reserves the right to revise or change the position plan as the need arises. This position plan is not all inclusive of total job responsibilities nor does it constitute a written or implied contract of employment.

Dinosaur Bar-B-Que® is an Equal Opportunity Employer.

Print Employee Name:

Employee signature: **Date:**