

**ONEOTA COMMUNITY CO-OP
CAFÉ DAYTIME/EVENING COOK
JOB DESCRIPTION**

Job Title: Café Daytime EveningCook, Full-Time/part-time **Current as of:** 7/1013
Pay Grade: Level III **FLSA Classification:** Non-Exempt
Supervisor: Café Manager, Kitchen Supervisor **Incumbent:**

Job Summary: The Café Daytime/Evening Cook position is a generally high production position. This person has responsibility over the hot bar, keeping it presentable for sale. This person will also be proficient on customer service including Panini, espresso, Italian soda, and other counter duties. Most importantly, you will ensure a positive Co-op image by providing courteous, friendly, and efficient customer service to customers and team members by using the (S)mile (E)ngage (T)hank you approach.

POSITION DESCRIPTION

Duties and Responsibilities:

(In order of importance, but not limited to these duties.)

1. Café Daytime/EveningCook

- a.) Preparing and maintaining hot bar throughout scheduled shift
- b.) Cooking: preparing soups, salads, dips, and various items
- c.) Keeping a clean and sanitary work space at all times
- d.) Efficient recipe following and multi-tasking for high quality food production.
- e.) Completing production tasks in a timely manner
- f.) Operate various kitchen equipment with safety and proficiency.
- g.) Washing dishes as needed.
- h.) Perform opening and/or closing duties
- i.) Customer service support
- j.) Record keeping using POS system
- k.) Stocking Bakery Case, facing Grab-n-Go, if needed
- l.) Participation in regular staff meetings/trainings

2. Other Duties

- a.) Other tasks as assigned by Café Manager, Café Kitchen Supervisor, Café Counter Supervisor and/or General Manager.

Qualifications:

Education:

- High School diploma desired
- Culinary training beneficial

Experience:

- 1-2 years commercial kitchen experience as prep or line cook.

Skills and Abilities:

- Organizational skills and multi-tasking is highly important.
- Creativity and ability make delicious and attractive menu items from scratch using fresh ingredients.
- Basic knowledge of natural foods and interest in learning more.
- Knife skills.
- High production and efficient with attention to detail
- Self motivated and results driven.
- Flexible schedule: Willingness to work weekends and evening hours.
- Basic computer skills and knowledge (Internet, Gmail, POS system knowledge)
- Great interpersonal communication skills/ team player
- Interest in expanding culinary skills

Physical Demands/Working Conditions:

- Need to be on feet the majority of the work day.
- Repetitive motion involved.
- Ability to lift up to 50 lbs.
- Ability to use a knife and other sharp equipment.
- Ability to bend, squat, reach on an occasional basis.

(The job description does not constitute a written or implied contract of employment. Oneota Community Food Co-op reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.)

Job Description Approved By:

General Manager

Date

Job Description Received By:

Employee's Signature

Date