



OWL'S NEST

LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT JOB DESCRIPTION

TITLE: Prep Staff

REPORTS TO: Chef or Sous Chef

DEPARTMENT: Food & Beverage (BOH)

FLSA STATUS: Non-Exempt (Hourly)

JOB SUMMARY

As a member of the Prep Staff, you will work alongside other kitchen personnel to ensure a high-quality guest experience. Experience in identifying various ingredients and using kitchen cutting tools is important.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Set up workstation with all needed ingredients and cooking equipment or utensils.
- Prepare ingredients to use while cooking.
- Ensure appealing and pleasant presentation before service.
- Maintain a sanitized, clean, and orderly work environment.
- Make sure all food and other items are cleaned and stored properly.
- Check for quality of ingredients and monitor stock.
- It is your duty to follow Resort policies and procedures as directed by any Chef in control of the kitchen.
- May perform duties from other positions as needed or assigned to maintain proper operations of the resort property as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in identifying various ingredient.
- Experience in using cutting tools, cookware, and bakeware.
- Knowledge of various cooking procedures and methods.
- Ability to follow sanitation procedures and other instructions.
- Strong time management skills; excellent physical condition and stamina.
- Ability to work unsupervised on a variety of job tasks, from simple to complex.
- Organization and attention to detail, positive attitude, commitment to exceptional customer service, and ability to work as part of a team.

LICENSURE / CERTIFICATIONS REQUIREMENTS

- Participation in ongoing training and education.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS

- Flexible schedule including days, evenings, nights (at times past midnight), weekends and some holidays.
- Ability to work and handle stress arising from demands in production.
- Demonstrate ability to stand and exert well-paced mobility for up to eight (8) hours in length in limited space.
- Ability to physically handle knives, pots, and other large items as well as grasp, lift and carry same from shelves and otherwise transport up to 50 lbs. to every area of the kitchen.
- Must be able to lift to 50 lbs. on a regular and continuous basis. Push and pull carts up to 250 lbs. To bend, stoop, squat, and stretch to fulfill duties and tasks.
- Tolerate, at times, extreme temperatures like freezers (-10F) and kitchens (+100F) for one or more hours.
- Talk and hear effectively during times of added noise and stress.

I understand that the job description is not a comprehensive list of my job duties and it is up to me, along with the Executive Chef's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest Resort; it is my responsibility to notify the Executive Chef so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date