

**Jamestown Brewing Co, Inc.**  
**Job Description**

**Job Title:** Prep Cook  
**Department:** Kitchen  
**Reports To:** Executive Chef  
**FLSA Status:** Non-Exempt

**Summary:** Prepares and handles food by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Prepares all ingredients needed for designated station daily following Executive Chef's prep and par lists.\*
2. Complies with safety guidelines and minimum age requirements when handling kitchen equipment and utensils.\*
3. Follows all portion and quality standards.\*
4. Performs inventory related duties during each shift.\*
5. Maintains and stocks designated station, freezers, refrigerators and store room with food products daily.\*
6. Follows proper rotation system and notifies chef of any discrepancies or shortages.\*
7. Labels and dates all food products in storage and refrigeration areas appropriately.\*
8. Cleans food preparation equipment and work areas according to health and safety guidelines.\*
9. Cleans counter or tables.\*
10. Adheres to all restaurant policies and procedures paying special attention to health and/or safety requirements.\*
11. Communicates any concerns to management.\*
12. Performs other related duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Education/Experience:**

High school diploma or general education degree (GED); or one year kitchen or prep related experience and/or training preferred; or equivalent combination of education and experience.

**Knowledge, Skills and Other Abilities:**

- [ Conflict management skills
- [ Time management skills
- [ Strong oral and written communication skills
- [ Ability to objectively evaluate

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, talk or hear, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts and vibration. The employee is occasionally exposed to extreme cold (non-weather).

The noise level in the work environment is usually loud.