



HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

47 Rainbow Drive  
Hilo, Hawaii 96720-2013  
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**POSITION TITLE:** Prep Cook  
**REPORTS TO:** Food Service Manager  
**JOB LOCATION:** Saint Joseph School Cafeteria/Kitchen  
**FLSA:** Non-Exempt

Job Description Approved Date: _____
Executive Director _____
Deputy Director _____
Human Resource _____

**ACCOUNTABILITY:** Under the direction of the Food service Manager, this position is responsible for preparation of all food and beverages, in accordance with the NSLP/USDA School Food Program and the Child and Adult Care Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(This position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all the responsibilities and skills required.)*

1. Follows the NSLP/USDA practices and procedures in the preparation of meals.
2. Follows menu and daily production sheets ensuring inventory and pulls. Preps, helps cooks all meals and serving meals.
3. Follows daily production sheets in the preparation, cooking and serving of all meals.
4. Prep cooking ingredients by washing and cutting of vegetables, cutting meat, etc.
5. Delivers meals safely to all contracted sites when needed.
6. Checks daily inventory and ensure food, drink, and kitchen supplies are in order and are on-hand. Stocks all orders as directed by the Food Service Manager and/or Cook.
7. Helps maintain records as directed by the Food Service Manger or Cook.
8. Keeps all equipment, storage rooms, walk in and freezer organized, clean and safe.
9. Assist in daily cleanliness of kitchen/dining room. ie, washing of dishes, pots and pans, sweep/mop, trash removal and as situation dictates.
10. Ensures that all health and safety codes are being followed.
11. May be temporarily assigned to an equal or higher position in HCEOC as needed.
12. Establish and maintain effective and professional working relationships with HCEOC employees and contract agents.
13. Performs other duties as directed by the Food Service Manager.

**WORKING CONDITIONS:**

Kitchen environment. Requires attendance to established work schedule and adherence to established by HCEOC Policies and Procedures.

**EQUIPMENT USE:**

Normal kitchen equipment used; ovens, stove, steamer, rice cooker and food warmers. Driving of delivery vehicle may be necessary.

**MENTAL DEMANDS:**

Frequent multi-tasking, problem solving, mathematical ability and attention to detail.

**PHYSICAL DEMANDS:**

Duties require walking and standing for approximately 75% of the day. Sitting for approximately 25%. Heavy lifting up to 50 pounds.

**COMMUNICATIONS:**

Duties require frequent oral communication inside and outside the agency using considerable tact, persuasion, and discretion.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Proven experience as prep cook.
- Ability to prep for approximately 800-900 people daily.
- Knowledge of health and safety rules in a kitchen.
- Manual dexterity able to operate cutting tools and kitchen utensils.
- Must have a Current TB Certificate.
- Ability to work effectively as a team member of the HCEOC.

**MINIMUM QUALIFICATIONS:**

- 1 year experience that demonstrates the knowledge, skills and ability to perform the essential functions of the job.
- Experience in quantity food prep production.
- Must possess a valid driver's license with no restrictions or serious violations and submit renewal upon expiring periodically.
- Provide a driving abstract prior to hire and updated annually.

**ACKNOWLEDGMENTS:** I have received a copy of the Job Description and accept it as written. I understand that my performance in this position will be evaluated in accordance with the provisions and applicable policies of the HCEOC Personnel Policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date