



WAIKELE
COUNTRY CLUB
94-200 Paioa Place
Waipahu, HI 96797

Position: **Prep Cook**
Job Type: Full Time
Reports To: Kitchen Management and/or Food & Beverage Manager

Primary Objective: Provides a supportive role in the performance of various food preparation, cooking, cleaning and sanitation duties to ensure efficiency in the kitchen and quality and consistency of product.

Duties and Responsibilities:

- Prepare all food items according to company specifications, procedures, quality protocols, and standardized recipes to ensure a consistent product.
- Uphold kitchen sanitation and food service safety standards.
- Prepare cooking ingredients by washing, measuring, weighing, mixing, chopping, trimming, peeling, packaging, etc. of food items and ingredients.
- Complete all tasks on the prep list daily according to the Chef's instructions.
- Perform basic cooking of certain food items and dishes according to recipes and protocols for later use by Line Cooks.
- Ensure proper portioning, safe handling (inclusive of cooking and storage temperatures, etc.), and presentation of all items.
- Stock and label all ingredients; minimize waste and ensure that stock is always fresh by checking dates, easily accessible, and rotated; collaborate with kitchen management to keep track of inventory and order resupply.
- Receive supplies and organize daily and weekly deliveries.
- Properly store food, equipment, and other items by complying with health and safety procedures, rules, and regulations.
- Expedite orders timely and efficiently.
- Responsible for setup, operation, break-down, sanitation and cleaning of all kitchen stations, equipment and utensils; report any damaged kitchen equipment needing repair.
- Complete daily cleaning and organizational tasks, inclusive of sanitization of prep areas.
- Will need to serve as a relief dishwasher, performing duties such as washing dishes in dishwashing machine and/or by hand, continuously inspect floors in kitchen area and surrounding areas to maintain cleanliness and safety, sweeping/mopping floors,

cleaning and maintaining equipment, collect trash from kitchen areas, empty and reline garbage cans, flatten, bundle, and tie cardboard boxes as needed, etc.

- Responsible for regular attendance.
- Other related duties as assigned.

Minimum Qualifications:

- Ability to read, understand and follow recipes.
- Knowledge and ability to operate knives, cutting tools, kitchen equipment and kitchen utensils, inclusive of dexterity skills to perform quickly and safely.
- Knowledge of health and safety rules in a kitchen.
- Proven experience as a prep cook.
- Attention to detail.
- Ability to communicate effectively in English.
- Strong listening skills and ability to follow directions.
- Ability to work as a team.
- Ability to work in a diverse and face paced setting.
- Legal authorization to work in the United States.
- TB Clearance

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. While performing the duties of this job, the employee is frequently required to:

- Walk and/or stand for prolonged periods of time; climb, balance, stoop, kneel, crouch, crawl, bend, twist, reach, and grasp; use hands to finger, handle, or feel; close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to lift up to 30 lbs.; push/pull/move objects; and lift overhead.
- Must be able to withstand working in wet, humid and hot temperatures.

Preferred Qualifications:

- Knowledge of local Hawaiian/Japanese food preparation.