

## Prep Chef

**MISSION STATEMENT:** Rainbow Acres, a residential Christian community with heart, empowers persons with developmental disabilities to live to their fullest potential with dignity and purpose.

**JOB TITLE:** Prep Chef

**DEPARTMENT:** Operations

**REPORTS TO:** Executive Chef

**EMPLOYMENT STATUS:** Full-time, Non-Exempt

**DATE:** December 2024

**UNIQUE STIPULATION:** This is a Safety-Sensitive position. A qualified employee must pass and maintain a Level 1 Fingerprint Clearance card.

### **SUMMARY:**

Primary responsibility for assisting in the preparation, seasoning, and cooking of meals. Supervises kitchen crew members when Executive Chef is away, ensures the delivery of meals and supplies to ranch homes. The Prep Chef works with the Executive Chef and the kitchen crew to ensure the timely checking in of all food deliveries for quality and quantity as well as the timely storage of all incoming food deliveries; organizing the walk-in coolers in a manner that ensures the availability of all needed supplies by the kitchen staff. Additional responsibility for maintaining the cleanliness of the kitchen and all storage areas ensuring the highest standards of sanitation.

### **PROFESSIONAL RESPONSIBILITIES:**

- Upholds the personnel policies and the mission of Rainbow Acres to facilitate a quality Christian community for the benefit of the Ranchers/Residents
- Maintains professional standard for behavior, safety, work ethic and cleanliness of the kitchen
- Inspects supplies, equipment and work areas to ensure conformance with established food safety standards
- Assists with the enforcement of all health standards and regulations established by the Department of Health, Department of Health & Safety and by the President, Chief Financial Officer and Directors
- Ensures that meals are served on time and at the proper serving temperatures
- Records production and operation data on specific forms
- Teach, coordinate and assist in the supervision of Rancher/Resident helpers in cooking, cleaning and serving methods
- Ensures the timely storage of all incoming food deliveries
- Assumes responsibility for the organization of the walk-in coolers; making sure that food products are organized in a manner that is efficient and effective
- Remove any breakages and cracked items from circulation, giving timely updates to the Executive Chef for replacement
- Assists in preparing food deliveries to all of the houses; ensuring that products are kept at the proper temperature
- Ensures proper sanitation of items like plate, pans, spoons, kitchen area and dining, crockery, kitchen machinery and vessels, among others.

- Follows hygiene standards and regulations in ensuring maintenance of a hygienic working environment
- Abides by all sanitation guidelines provided
- Reports all maintenance problems to the Executive Chef
- Other duties as assigned by the Executive Chef

**MINIMUM REQUIREMENTS:**

- High school diploma or GED
- Minimum of 2 to 3 years of related experience
- Demonstrated ability to multi-task and strong organizational skills
- Strong work ethic, reliable and responsible
- Ability to work collaboratively and effectively with staff, residents, and volunteers and in close quarters with others
- Ability to speak, read, and write in English
- Possess, or ability to acquire and maintain a Food Managers Card
- Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential along with sensitivity to the needs of the Ranchers.
- Ability to meet all clearance requirements including: passing a background check, obtaining and maintaining a level 1 Fingerprint Clearance card, pre-employment drug screen and physical, reference check, TB & flu vaccine.

**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 stand, walk, have dexterity of hands and arms, stoop, kneel, talk, and hear. The employee may stand for long period of time and be required to lift and/or move items up to 50 lbs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally an indoor setting, frequently exposed to heat/cold from the mechanical equipment, the noise level in the work environment is usually moderate to loud.