Cook (cafeteria)

Job Description:

A cafeteriacook prepares large quantities of food in a cafeteria setting. This may include working at schools, hospitals, prisons, or at large companies. It may involve food providing buffet style service. They work with kitchen appliances that can handle large portions of food. Work may include operating a grill, oven, or fryer. Cafeteria cooks are responsible for preparing a wide variety of appetizers, entrees, side dishes, desserts, and other components of a meal. They may be responsible for preliminary preparation, the cooking process, and plating or presentation. Cafeteria cooks should be able to use a wide variety of tools and equipment, ranging from knives and spoons to industrial mixers, fryers, and grills. A cafeteria cook might specialize in a specific area, such as soups or seafood, or they may be expected to prepare a wide variety of foods.

Job Responsibilities:

* Serves meals by reviewing recipes; assembling, combining, and cooking ingredients; and maintaining a sanitary kitchen.
* Executes cold food production in accordance with standards of plating guide specifications.
* Attends to the detail and presentation of each order.
* Places and expedites orders.
* Prepares ingredients by following recipes; slicing, cutting, chopping, mincing, stirring, whipping, and mixing ingredients; adding seasonings; verifying taste; and plating meals.
* Completes hot meal preparation by grilling, sautéing, roasting, frying, and broiling ingredients and assembling and refrigerating cold ingredients.
* Adheres to proper food handling, sanitation, and safety procedures; maintains temperature and Hazard Analysis Critical Control Point (HACCP) logs as required; and maintains appropriate dating, labeling, and rotation of all food items.
* Stores leftovers according to established standards.
* Coordinates daily food supply inventory for cafeteria. Submits order to supervisor.
* Assists with receipt of deliveries.
* Contributes to daily, holiday, and theme menus in collaboration with supervisor.
* Ensures smooth operation of cafeteria services during absence of supervisor.
* Maintains cleanliness and sanitation of equipment, food storage, and work areas.
* Completes cleaning according to daily and weekly schedules and dishwashing/pot washing as needed.
* Assists with orienting new employees to their work area.
* Listens to customer complaints and suggestions and resolves complaints.
* Implements suggestions within parameter of position and refers more complex concerns to supervisor.
* Instructs personnel in use of new equipment and cleaning methods and provides efficient and effective methods of maintaining work area.
* Participates in and/or contributes to programs, committees, or projects designed to improve quality of service and employee productivity.
* Cleans food preparation areas as determined by law and company policy
* Prepares foods to the specifications of the client
* Prepares food before the arrival of guests
* Makes adjustments to food items to accommodate guests with allergies or specific diet concerns
* Acts as liaison to front-of-house employees to ensure proper food service temperature
* Seasons food according to recipes or company needs
* Orders ingredients and spices as needed
* Operates various kitchen appliance such as a blender, oven, grill, or stand mixer
* Portions, arranges, and garnishes food based on client preference
* Assists other cooks during the food assembly process
* Devises new recipes
* Estimates expected food consumption and organizes preparation
* Keeps records and accounts of food purchases
* Orders new menu items for specials or cheap deals
* Butchers and cooks animal meat based on the restaurant atmosphere
* Meets with customers to ensure a great meal experience
* Prepares any necessary sauces or accompaniments before meal service begins
* Stays open until the last customer leaves
* Offers a creative menu to compete with other local restaurants
* Cleans up after business hours
* Communicates with owner about how to improve meal service
* Alters dishes based on consumer suggestions or requirements
* Setting up, cleaning, and organizing work stations
* Preparing ingredients for the shift; washing vegetables, chopping, seasoning meat, etc.
* Preparing oven, utensils, and grill for shift
* Taking orders from wait staff or computerized system
* Cooking order according to food health and safety standards
* Recommending ideas for specials or seasonal dishes
* Handling multiple food orders at one time
* Monitoring multiple food orders as new orders arrive
* Dressing order for presentation
* Ensuring each guest order has the correct food and sides
* Delivering food order to wait staff in a timely manner
* Storing all food properly
* Sanitizing and cleaning work stations and utensils
* Reordering stock and food supplies
* Monitoring other cooks and team members
* Assisting other cooks in preparing food or helping other team members when needed

Job Qualifications:

* High school diploma or GED required
* Associates or diploma in culinary arts preferred
* Experience as a cafeteria cook

Opportunities as a cafeteria cook are available for applicants without experience in which more than one cafeteria cook is needed in an area such that an experienced cafeteria cook will be present to mentor.

Job Skills Required:

* Working knowledge of the fundamentals of cooking.
* Working knowledge of knives and knife skills.
* Working knowledge of kitchen equipment like cryovac, slicing machine, juicer, small wares etc.
* Ability to cook
* Knowledge of industry standards and regulations
* Knowledge of health department regulations
* Ability to multitask
* Excellent customer service skills
* Good communication skills
* Able to work calmly under high pressure
* Team Player
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to stand for an entire shift
* Self-motivated and self-directed
* Works well as part of a team and on individual tasks
* Able to quickly memorize complex or multiple orders