

Highlands Swim and Tennis Club  
2020 Employment Opportunities

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Job Title: Prep Cook  
Location: Kitchen  
Position Type: Hourly – Fixed or Part-Time

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Applications Accepted By:  
[chef@bayoubakeryva.com](mailto:chef@bayoubakeryva.com)  
Subject Line: 2020 Kitchen Employment Prep Cook

- Please indicate Fixed or Part-time
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Job Description:

Assist the Grill Cook in the preparation of food items to be grilled and preparation of non-grilled items according to the set standards.

Responsibilities:

- Understand, comply and practice safe food handling when performing duties.
- Prepare food items, including those which require preparation on the grill or oven, to standards and procedures  
  
in a timely manner.
- Properly prepare, wash, clean, store and label all food items for food safety and shelf life standards.
- Maintain a clean sanitary workstation area including utensils, tables, shelves and refrigeration.
- Clean, organize, and maintain refrigerators, cooler drawers, and related prep and dry storage areas.
- Keep inventory of all essential items and stock/restock food products at all times to assure smooth service.
- Follow recipes, portion control and presentation set.
- Assist in food prep assignments during off-peak periods as needed.
- Open and close your station properly and follow the checklist. Assist others in opening and closing the kitchen.
- Function in a fast-paced high pressure busy environment as part of a team.
- Assist in an entire team effort and be respectful of peers and co-workers.
- Conduct yourself (act and dress) professionally at all times.

Requirements:

- Minimum age 18.
- Ability to be organized in a changing and quick paced environment.

- Ability to maintain a calm professional demeanor during periods of uncertainty and crisis.
- Ability to stand during entire shift.
- Strong communication skills.
- A team player.