



KITCHEN PRODUCTION WORKER JOB DESCRIPTION

PURPOSE: To produce quality, delicious food to the Co-op's standards.

STATUS: Reports to Kitchen Manager
Pay Level II

RESPONSIBILITIES:

1. Customer Service
 - a. Treat people fairly, consistently, and with respect.
 - b. Ensure efficient, informative, and friendly service according to established customer service vision and standards.
 - c. Treat staff and managers with consistency and fairness, in a style appropriate to a cooperative work environment.
 - d. Ensure that communications are clear, direct, and respectful.
 - e. Ensure the integrity of Bluff Country Co-op's values in decision-making and interactions with others.
 - f. Act as a model to all employees following the employee handbook.
 - g. Provide attentive and courteous customer service.
2. Production
 - a. Complete daily production list as assigned following established food safety procedures.
 - b. Maintain a clean and sanitary workspace.
 - c. Use kitchen equipment safely.
 - d. Prepare smoothies and juices as ordered by customers.
 - e. Maintain coffee and tea service for cleanliness, quality, and freshness.
3. Closing
 - a. Properly dispose of or stow food at the end of business day following co-op policies.
 - b. Complete closing duties as assigned and following closing checklists.
 - c. Ensure kitchen equipment is clean and turned off at the end of shift.
 - d. Communicate with morning shift using shift log.
4. Stocking
 - a. Stock hot bar, soup bar, and chicken program in a timely fashion.
 - b. Maintain salad bar, hot bar, and soup bar service levels to department standards for quality and freshness.

- c. Receive and stow orders according to department procedures.
 - d. Prep smoothie and juice bar items.
5. Other Duties
- a. Assists with ongoing washing of equipment and smallwares.
 - b. Participate in department and storewide meetings and trainings.
 - c. Participate in department inventories and projects as assigned.
 - d. Other tasks as assigned.

PHYSICAL REQUIREMENTS:

- Ability to use computer keyboard, monitor, mouse, telephone, and various office equipment continuously.
- Ability to lift and carry up to 30 pounds frequently.
- Ability to lift and carry up to 50 pounds occasionally.
- Ability to be present and working in assigned area for up to 3 hours without rest.
- Ability to bend, stoop, squat, kneel, climb stairs or ladder frequently.
- Ability to reach above shoulder height occasionally.
- Ability to talk and hear to communicate with customers.
- Finger and hand dexterity with ability to grasp and hold items of different sizes.
- Vision ability – close, distance, peripheral vision and depth perception.
- Ability to read register screen and product and shelf labels.

WORKING CONDITIONS:

- The work environment described here is representative of the conditions an employee may encounter while performing the essential functions of this job.
- Frequent exposure to cold, hot, wet or humid conditions.
- Exposure to fumes, airborne particles, hazardous materials ranging from natural to chemical (store products, cleaning products, scents from working in a public setting).
- Exposure to and potential handling of fresh foods.
- Handling objects that have been handled by the public.
- May work occasionally in temperature extremes (walk-in freezer, outside warehouse, hot kitchen, etc.).

QUALIFICATIONS:

- Self-motivated, organized, responsible, flexible
- Customer service experience
- Quick, efficient cooking skills
- Ability to lift 50 pounds
- Regular, predictable attendance
- Able to work well in a team to achieve department goals
- Interested in natural foods

Employee Signature: _____ Date: _____