

## Karmê Chöling Job Description

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| <b>Position Title</b>                 | Cook/Prep-Cook  |
| <b>Department</b>                     | Kitchen   |
| <b>Reports to</b>                     | Kitchen Manager   |
| <b>General Summary of Function</b>    | Prepare nutritional, well-balanced, uplifted meals that use appropriate local and seasonal ingredients whenever possible. Experience and interest in seriously pursuing the Shambhala path of mediation.  |
| <b>Key Tasks and Responsibilities</b> | <ol style="list-style-type: none"><li>1. Efficiently prepare a variety of meats, seafood, poultry, vegetables, baked goods, and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.</li><li>2. Assume 100% responsibility for quality of products served.</li><li>3. As part of the Kitchen team, assist Kitchen Manager in developing weekly menus based on dietary needs of staff</li></ol> |

and program participants.

4. Adhere to pre-planned menu and special dietary needs with appropriate substitutions when necessary.

5. Follow proper plate presentation and garnish set up for all dishes. This may include any of the following: Service Area Buffet, Oryoki, Festive Dinners, Feasts, Banquets, Receptions, Special Celebrations, and other events.

6. Know and comply consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.

7. Stock and maintain sufficient levels of food products at line stations to assure a smooth service period.

8. Portion food products prior to cooking according to standard portion sizes and recipe specifications.

9. Maintain a clean and sanitary work station including tables, shelves, grills, broilers, fryers, tilt skillet, convection oven, range and refrigeration equipment.

10. Wash pots, pans and other cooking implements.

11. Prepare items for baking, broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and / or marinating.

12. Assist Kitchen Manager in tracking inventory and developing food orders.

13. Handle, store and rotate all products properly.

14. Work cooperatively and assist with the coordination of food delivery with

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|  | <p>Program Kitchen Liaisons.</p> <p>15. Under the direction of the Kitchen Manager, train, supervise, and mentor volunteers, kitchen prep staff, meal cooks and participants in completion of kitchen-related tasks</p> <p>16. Assist in food prep assignments during as needed.</p> <p>17. Close kitchen properly and follows the closing checklist for kitchen stations. Assist others in closing the kitchen, including returning and storing food to kitchen from service area following meal service.</p> <p>18. Attend scheduled employee meetings and brings suggestions for improvement.</p> <p>19. Perform other related duties as assigned by the Kitchen Manager.</p> <p>20. Maintain high standards of personal hygiene.</p> <p>21. Report to work on time. Contact kitchen manager at least 1 hour prior to the beginning of a shift if unable to fulfill shift responsibilities.</p> |
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| <p><b>Experience/ Education/ Certification Requirement</b></p> | <ol style="list-style-type: none"> <li>1. A minimum of 2 years experience in food preparation and cooking.</li> <li>2. A minimum of 6 months in a similar capacity.</li> </ol> |
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|  | <ol style="list-style-type: none"><li data-bbox="857 199 1421 304">3. Must be able to reach, bend, stoop and frequently lift up to 40 pounds.</li><li data-bbox="857 409 1388 514">4. Must be able to work in standing position for long periods of time (up to 9 hours.)</li><li data-bbox="857 619 1421 766">5. Must be able to communicate clearly with managers, kitchen and dining room personnel, including program staff.</li><li data-bbox="857 871 1421 976">6. Must be able to maintain a cheerful attitude even under stressful circumstances.</li><li data-bbox="857 1081 1421 1228">7. Must be able to work in a contemplative environment and respect specific practices and silent periods.</li></ol> |
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