

## Karmê Chöling Job Description

<b>Position Title</b>	Prep Cook
<b>Department</b>	Kitchen
<b>Reports to</b>	Kitchen Manager
<b>General Summary of Function</b>	Support the chefs and line cooks to efficiently prepare food at Karme Choling.
<b>Key Tasks and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Prepare fresh ingredients for use in meals, breaks and receptions. This may include washing, chopping and dicing among other methods.</li> <li>2. Put away orders in a timely manner following the direction of the chefs.</li> <li>3. Follow <b>presentation standards</b> 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.</li> <li>4. Stock and maintain sufficient levels of food products in the <b>Service Area</b> and for <b>line stations</b> to assure a smooth service period.</li> <li>5. Maintain a <b>clean and sanitary</b> workspace and kitchen including tables, shelves, grills, broilers, fryers, tilt skillet, convection and still ovens , range and refrigeration equipment.</li> <li>6. Wash pots, pans and other cooking implements as necessary</li> <li>7. Handle, store and rotate all products properly.</li> <li>8. <b>Close kitchen properly</b> and follow 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.</li> <li>9. <b>Attend scheduled employee meetings</b> and bring suggestions for improvement.</li> <li>10. Perform other related duties as assigned by the chefs or Meal Cook on Duty.</li> <li>11. Maintain high standards of personal hygiene and dress appropriately.</li> <li>12. Report to work on time. Contact one of the chefs at least one hour prior to the beginning of a shift if unable to fulfill shift responsibilities.</li> </ol>
<b>Experience/ Education/ Certification Requirement</b>	<ol style="list-style-type: none"> <li>1. Experience and interest in the Way of Shambhala programs of study and practice.</li> <li>2. Prep cook experience in a similar kitchen environment serving large groups preferred</li> <li>3. Must be able to reach, bend, stoop and frequently lift up to 40 pounds.</li> <li>4. Must be able to work in standing position for long periods of time (up to 5 hours.)</li> <li>5. Must be able to communicate clearly with managers, kitchen and dining room personnel, program attendees, and program staff.</li> <li>6. Must be able to work well under stressful circumstances.</li> <li>7. Must be able to work while respecting specific practices and silent periods.</li> </ol>



