



JOB DESCRIPTION:	<h1>Prep/Line Cook</h1>	
REPORTS TO: Head Chef/General Manager	FLSA CLASSIFICATION: Part/Full-time, Non-exempt	
DATE REVISED: September 2022	DEPARTMENT: Kitchen	
SUMMARY		
<p>Newry General Store & Café wants to see the community of Newry and surrounding areas come together to enjoy and support local and sustainably sourced food. Our mission is to procure and sell the most local and well sourced food and items to the surrounding community while also offering a space for all to come together in our love for food and fellowship.</p> <p>The Prep/Line cook will produce prepped ingredients for all in house dishes as well as prepared foods sold in our grocery, help with catering and event orders, and all of the other specials sold throughout the cafe and grocery. The Kitchen Prep cook will assist the head baker with bake off in the mornings. The Kitchen Prep Cooks prepare seasonal recipes accurately, efficiently, and to high quality standards.</p>		
STANDARD JOB FUNCTIONS		
<ul style="list-style-type: none"> ● Accurately follows all NGSC recipes and prep lists to prepare and cook consistently high-quality food in a timely manner using industry standard equipment ● Prepares, assembles, cooks, and plates menu items such as sandwiches, salads, and soups, serving food in a timely manner using industry standard equipment ● Slices meat and cheese ● Preps and chops fruit and vegetables, and preps and breaks down meat for recipes ● Maintains a clean, sanitary, and organized workstation and communicates clearly with preceding and following staff regarding status of food Preparation ● Assists with preparing catering orders when needed ● Works safely around hot ovens, heavy equipment, and sharp utensils ● Expos food as needed ● Communicates effectively with preceding and following staff regarding status of food preparation ● Adheres to all policies and procedures concerning food prep, food service, stocking, rotating and clean up ● Work safely around hot ovens, heavy equipment, and sharp utensils ● Takes direction from the Head Chef and assists fellow employees as needed 		
JOB REQUIREMENTS		
<ul style="list-style-type: none"> ● Must be 18 years of age or older ● Must be available to work mornings, afternoons, and weekends ● Food service experience preferred but not necessary ● Intermediate knife skills a plus ● Must wear closed-toe, slip resistant shoes with a Coefficient of Friction rating between 0.54 and 0.76. Coefficient of Friction rating is the measure of traction for slip resistant shoes and generally shoes labeled for commercial kitchen use fall into this category (examples of brands include but are not limited to Tredsafe, SafeTStep, Sketchers for Work) ● Must be comfortable with repetitive motions and multitasking ● Must be able to work in an often hot/cold environment ● Must communicate by Slack, and Square Teams ● Adheres to all SCDHEC food safety requirements including following rules of cooling, time control of temperature and storing food properly ● Is an active part of the NGSC Team so adheres to high standards of service, quality, and presentation ● Takes initiative to help any area of the business if possible ● Performs other duties as assigned and requested. It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described. Employees may be required to perform duties not within their job description as requested at the discretion of SRCG Management. 		



NEWRY GENERAL STORE & CAFÉ - ESSENTIAL SKILLS AND EXPERIENCE

- Must possess a passion for local food and an interest in telling the story behind it.
- Must conduct oneself in an honest, professional and respectful manner at all times.
- Must possess a love of people, interact with people well, and possess a desire for excellent customer service.
- Able to take direction, work independently, and as a member of a team, and able to create working relationships.
- Able to interact with employees and customers in stressful situations and/or conflict in a non-threatening and redemptive way.
- Must be highly motivated, hardworking, and possess a positive, enthusiastic attitude.
- Must pay attention to details, be organized, and able to handle multiple priorities simultaneously.
- Must have problem solving skills, be flexible, creative, and able to adapt to change when required.
- Must possess good interpersonal skills and communicate well verbally and in writing.
- Must have reliable transportation and report for work in a timely manner.

ESSENTIAL SAFETY SKILLS - WORK ENVIRONMENT

NGSC requires that PPE (Personal Protective Equipment) such as safety shoes, gloves, etc. be used or worn by employees whenever workplace hazards are discovered that could damage any part of the body to eliminate and/or reduce the hazards employees face in their daily job duties. **PPE will not be used as a substitute for safe work practices, machine guards, or other controls. PPE is to be used in conjunction with these controls to increase employee protection.**

ADA COMPLIANCE

NGSC is an Equal Opportunity Employer. ADA requires the NGSC to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

ADA GUIDELINES- PHYSICAL DEMANDS

Stand:	Constantly	Reach Out/Above Shoulder:	Frequently	Lift 20 pounds or less:	Frequently
Walk:	Occasionally	Ascend/Descend Stairs/Ladders:	Occasionally	Lift 20-50 pounds:	Frequently
Sit:	N/A	Squat or Kneel:	Frequently	Lift 51-100 pounds:	Occasionally
Handling:	Constantly	Bend:	Frequently	Lift > 100 pounds:	N/A
Push/Pull:	Frequently	Exposure to Heat:	Frequently	Exposure to Cold:	Occasionally

DEFINITIONS

N/A- Not Applicable	This activity is not applicable to this position
Occasionally	Occupation requires this activity 33% of the time (0 - 2.5+ hours a day)
Frequently	Occupation requires this activity 33% - 66% of the time (2.5 - 5.5+ hours a day)
Constantly	Occupation requires this activity more than 66% of the time (5.5+ hours a day)

PAY AND BENEFITS

- Pay starts at \$15.00 per hour
- PTO available based on hours worked
- Wage increase available if exceeding requirements
- Other benefits include a 20% discount

NGSC has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and NGSC reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

The Newry General Store & Cafe is proud to be an equal opportunity employer. This is not a contract. No information in this document will alter the at-will employment relationship. Position is open until filled.

Interested candidates should complete an [APPLICATION HERE](#).

