



GENERAL STAFFING SOLUTIONS

POSITION TITLE:

Food Preparation Worker

General Description:

Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.

Skills/Duties:

- Butcher and clean fowl, fish, poultry, and shellfish to prepare for cooking or serving.
- Mix ingredients for green salads, molded fruit salads, vegetable salads, and pasta salads.
- Use manual and/or electric appliances to clean, peel, slice, and trim foods.
- Keep records of the quantities of food used.
- Scrape leftovers from dishes into garbage containers.
- Stir and strain soups and sauces.
- Prepare a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.
- Distribute menus to hospital patients, collect diet sheets, and deliver food trays and snacks to nursing units or directly to patients.
- Package take-out foods and/or serve food to customers.
- Wash, peel and/or cut various foods to prepare for cooking or serving.
- Inform supervisors when supplies are getting low or equipment is not working properly.
- Make special dressings and sauces as condiments for sandwiches.
- Store food in designated containers and storage areas to prevent spoilage.
- Clean work areas, equipment, utensils, dishes, and silverware.
- Remove trash and clean kitchen garbage containers.
- Distribute food to waiters and waitresses to serve to customers.
- Portion and wrap the food, or place it directly on plates for service to patrons.
- Work on assembly lines adding cutlery, napkins, food, and other items to trays in hospitals, cafeterias, airline kitchens, and similar establishments.
- Carry food supplies, equipment, and utensils to and from storage and work areas.
- Stock cupboards and refrigerators, and tend salad bars and buffet meals.
- Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items.
- Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
- Weigh or measure ingredients.
- Cut, slice and/or grind meat, poultry, and seafood to prepare for cooking.
- Prepare and serve a variety of beverages such as coffee, tea, and soft drinks.
- Load dishes, glasses, and tableware into dishwashing machines.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.

Requirements:

Requires a high school diploma or its equivalent and/or Vocational school preferred. 0 – 2 years' experience in related field required.

Reporting Relationship:

Works under immediate supervision; typically reports to Executive Chef or Food Service Manager.

I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.

Signature

Date