

Kaffee Meister

Job Title: Cook	Job Code: 450
Location: Idaho	Job Grade: 4
Revision Date: 03/31/2021	Fair Labor Standards Act (FLSA): Non-Exempt

Position Overview

The cook will prepare meals and follow establishment recipes. Duties include preparing ingredients, adhering to the restaurant menu, and following food health and safety procedures. Cook, clean, assist other staff and deliver food in a moderately-paced environment. Work may include operating a grill, oven, or range, or other kitchen equipment. Previous experience in a team environment and various cooking methods preferred. Cooks also are responsible for reporting and reviewing inventory needs, ordering needed ingredients, and communicating effectively with other members of the food production team. Cooks should demonstrate proficiency in quality and consistency in the products they prepare. They must display diligence, cleanliness, confidence and the ability to work efficiently, and they should give great attention to avoiding cross contamination when preparing food. Cooks should follow safety protocols when working in the kitchen.

All employees of Kaffee Meister are expected to display a willingness to learn, professionalism, friendliness to customers and co-workers, and a commitment to the philosophy of Kaffee Meister, which includes a desire to promote coffee, quality, and community within the realm of a coffee shop environment.

All employees of Kaffee Meister are at will employees and may be terminated at any time without reason. The position may or may not lead to a higher level of employment.

Essential Job Functions

25% Kitchen Maintenance

- Maintain cleanliness, sanitation, and organization of workstations, including refrigerators, shelving, and sink areas
- Prepare oven, utensils and other equipment for shift
- Store all food properly
- Assist in closing of kitchen, working with the rest of the kitchen team

60% Food Service

- Prepare ingredients for the shift; wash vegetables, chop, season meat, etc.
- Fill customer orders from written or computerized orders
- Cook orders according to food health and safety standards
- Prepare orders for presentation
- Deliver food order in a timely manner
- Pay strict attention to exact measurements and timing
- Follow proper handling and right temperature of all food products
- Operate kitchen equipment such as blenders, mixers microwaves, ovens, and sharp tools correctly, using safety protocols
- Recommend ideas for specials or seasonal dishes
- Ensure that all food menu items are up to Kaffee Meister standards

15% Management

Cook Job Description – Idaho 2021

- Monitor kitchen staff working in support roles
- Monitor stock of ingredients on hand; maintain inventory records indicating supply on hand
- Order and restock supplies, as needed
- Stay organized and on top of work at all times
- May be required to train or supervise others
- Plan future production shifts and communicate with Inventory Manager when new or depleted supplies are needed
- Serve as a role model to demonstrate appropriate behaviors
- Participate in the renewal of the shop menu through recipe creation, innovation and sharing of ideas/suggestions with Management
- Attend and participate in all required staff meetings
- Promptly report issues with food items or maintenance problems to Management

Requirements and Qualifications

- Successful completion of the State Food Handlers course
- Positive attitude
- Good communication skills
- Attention to detail
- Ability to take instruction
- Ability to identify needed tasks and then complete them
- Organized
- Innately creative
- Self-motivated and self-directed
- Sound knowledge of hygiene and safety
- Punctual
- Friendly and professional
- Efficient
- Able to multitask, prioritize, and manage time efficiently
- Able to bend, move, and lift up to 25 pounds or more
- Physically able to stand and move during the length of shift; able to bend and kneel through shift
- Work well as part of a team or on individual tasks
- Must be legal to work in the United States
- Must be 18 years of age or provide a work permit as proof of eligibility to work
- Must pass a background check

Working Conditions

- Climb short ladders
- Work with a variety of cleaning chemicals and supplies
- Warm work conditions
- Confined and restricted work environment
- Work with sharp and hot equipment
- Work in a fast-paced environment
- May be required to stay later if job is not completed
- Must be able to navigate kitchen galleys with or without reasonable accommodation
- Must be able to reach items at 6' high with or without reasonable accommodation

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
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