



# HOLLYWOOD PARK CASINO

## JOB DESCRIPTION

TITLE OF POSITION: Prep Cook	DEPARTMENT: F&B
REPORTS TO: Executive Chef	DATE: January 2017

### POSITION SUMMARY:

Maintain stock of food-preparations for the kitchen line. Prepare cold and hot foods in accordance with quality food standards and recipes of HPC, under Kitchen Management supervision and direction. Perform all duties assigned in accordance with all applicable legal regulations and requirements, presenting oneself as an asset to the Hollywood Park Casino and encouraging others to do the same.

### MAJOR RESPONSIBILITIES:

- Prepares all food items following standard recipes and procedures within specified time limits.
- Preps assigned items according to the Prep Lists, Par levels set by Kitchen management.
- Communicates with BOH Team Members, and Kitchen Management throughout the shift regarding status of preparation and availability of product.
- Properly measures and assembles ingredients required for preparing the standard recipes.
- Cuts and portions meat, fish and poultry.
- Uses scale to ensure proper portioning of food items.
- Minimizes waste of products and logs and discards all product not used by the end of the shift on the "Waste log" date.
- Cleans, organizes, and maintains walk-in refrigerators and freezer, reach-in refrigerators and Freezers, cooler drawers, prep, and dry storage area.
- Maintains prep area in a clean, sanitary and safe manner.
- Rinses and cuts raw food products.
- Rotates product according to FIFO "First In, First Out" to maintain shelf-life standards.
- Understands and complies with food safety and temperature standards.
- Assists in an entire team effort.
- Completes all other duties assigned by kitchen management
- Attendance and punctuality are essential functions of this position.
- Strictly adhere to all HPC timekeeping rules and procedures.
- Adhere to all department, Human Resources and Safety policies and procedures.
- Adhere to all applicable federal, state and local laws and regulations.



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### **QUALIFICATIONS, EXPERIENCE, EDUCATION:**

- 1 + year Prep Cook .
- Must be 21 years of age or older to apply
- Must be able to pass a background check and obtain a casino work permit before entering this position.
- Must possess a high regard for customer service and Team Member relations.
- Ability to adapt well to the casino environment that involves large numbers of people as well as loud and continuous high noise levels.
- Demonstrates Flexibility – able to change schedule or locations within the casino as required to meet the needs of the departments.
- Must be able to work any shift and any day of the week, including weekends, holidays, and special events.
- Ability to establish and maintain effective working relationships with employees and guests.
- Ability to work under pressure and be detail oriented.
- Duties for this position require moderate physical exertion, such as sitting/walking at will, standing/sitting for long periods, lifting/carrying objects weighing up to 25 lbs., pushing/pulling objects, crouching/kneeling, bending, reaching, kneeling, twisting, close vision, color/depth perception, hearing sounds/communication, and handling/grasping/fingering equipment. Safety precautions must be used at all times to avoid injury to oneself and others.

The above statements are intended to describe the general nature, level of work, and skills being performed by people assigned to this classification. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Furthermore, the above statements may be reviewed, changed and/or modified by management at any time, with or without notice to employees.

### **Acknowledgement:**

I have read, understand, and will abide by the above Job Description. I am capable of fulfilling all of the essential duties and do not need an accommodation.

Print Full Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_