

# Job Description

**Title:** LINE COOK/PREP COOK

**Reports to:** Manager/Kitchen Manager/Supervisor

## Summary of Position:

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Accurately and efficiently prepare and cook a variety of food products including meats, fish, vegetables, soups and other hot food products as well as prepare and portion food products prior to cooking using a variety of equipment and utensils according to the Daily Prep List. Also perform other duties related to final plating and presentation.

## Duties & Responsibilities:

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- Prepares a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.
- Assumes 100% responsibility for quality of products served.
- Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.
- Prepares item for broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating.
- Follows proper plate presentation and garnish set up for all dishes.
- Handles, stores and rotates all products properly.
- Complete opening and closing checklists.
- Refer to Daily Prep List at the start of each shift for assigned duties.
- Prepares a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.
- Understands and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- Portions food products prior to cooking according to standard portion sizes and recipe specifications.
- Maintains a clean and sanitary workstation area including tables, shelves, walls, grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range and refrigeration equipment.

- Closes the kitchen properly and follows the closing checklist for kitchen stations. Assists others in closing the kitchen.
- Performs dishwashing and dishwashing room duties as needed.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Promptly reports equipment and food quality problems to Kitchen Manager.
- Inform Kitchen Manager immediately of product shortages.
- Uses our Standard Recipe Card for preparing all products. Do not rely on the memory of yourself or other employees.
- Performs other related duties as assigned by the Kitchen Manager or manager-on-duty.

### **Qualifications:**

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- A minimum of 1 year of experience in kitchen preparation and cooking, or demonstrate your willingness and ability to learn and perform given tasks.
- At least 6 months experience in a similar capacity, or demonstrate your willingness and ability to learn and perform given tasks.
- Must be able to communicate clearly with managers and kitchen personnel.
- Be able to reach, bend, stoop and frequently lift up to 40 pounds.
- Be able to work in a standing position for long periods of time (up to 9 hours).

### **Contact:**

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- Send resume and references to [employment@torontopho.com](mailto:employment@torontopho.com).