



JOB DESCRIPTION:

Cafe Prep Cook

REPORTS TO: Cafe Manager

FLSA CLASSIFICATION: Part-time, Non-exempt

DATE REVISED: January 2024

DEPARTMENT: Cafe

SUMMARY

Swamp Rabbit Cafe and Grocery is a mission-driven business passionate about being a force for good for the community. Our mission is to buy, sell, and cook with fresh, local food and to provide a community space where people come together to celebrate meals. We envision a community that supports a just and sustainable food system that allows small local farmers to thrive. As we grow our team, we seek individuals that believe in our mission and are invested in making our vision a reality.

The Cafe Team works in a fun and fast-paced environment focused on delivering delicious local food that makes our hungry customers happy. Our Entry Level Prep Cooks are an integral part of the Cafe team's mission to make delicious, made to order food quickly and with the highest quality ingredients. They work to ensure that all of the ingredients that go into our Cafe menu items are correctly prepped and ready to be utilized by our Cafe Sandwich cooks and Baristas.

ESSENTIAL JOB FUNCTIONS

- Responsible for preparing Cafe ingredients using a variety of techniques such as slicing fruit, vegetables, meat, cheese and bread, bundling meat and portioning dressings
- Works efficiently to meet daily Cafe par levels; works with urgency to ensure the appropriate levels of ingredients are available for the Cafe to use in making customer orders
- Takes direction on what tasks to prioritize and is able to flex tasks to meet changing demands
- Accurately follows recipes, weight and product quality standards when prepping ingredients
- Takes direction from checklists, par lists and face to face communication with Cafe Management; promptly communicates progress, concerns or needs to Cafe Management or General Manager
- Maintains a clean, sanitary, and organized workstation and communicates clearly 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 Cafe management and assists fellow employees as needed
- Finds efficient use for downtime (*cleaning, restocking, dishes, etc*)

JOB REQUIREMENTS

- Must be 18 years of age or older
- Basic organization and knife skills required
- Flexible schedule weekend availability required
- Must communicate through company designated platforms including, but not limited to Slack, Paylocity, and email.
- 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, Skechers for Work)
- Is an active part of the Swamp Team so adheres to high standards of service, quality, and presentation
- Take initiative to help any area of the business if possible
- Perform 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.

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, hard working, 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

SRCG 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

SRCG is an Equal Opportunity Employer. ADA requires the SRCG 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:	Occasionally	Lift 20 pounds or less:	Occasionally
Walk:	Occasionally	Ascend/Descend Stairs/Ladders:	Occasionally	Lift 20-50 pounds:	Occasionally
Sit:	N/A	Squat or Kneel:	N/A	Lift 51-100 pounds:	N/A
Handling:	Constantly	Bend:	Occasionally	Lift > 100 pounds:	N/A

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 \$14.50 per hour
- 20 - 25 hours per week
- Higher hourly wages on Sundays
- Comprehensive benefit package including health, dental, and vision insurance (available to full time employees)
- HSA contributions for eligible health plans
- Paid Time Off (available to full time employees)
- Sabbatical program for all employees
- Wage increase available if exceeding requirements
- Other benefits include 20% Swamp discount, free shift meals, Employee Assistance Program and discounted bike share program

SRCG 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 SRC&G reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

The Swamp Rabbit Cafe And Grocery 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](#).