



JOB DESCRIPTION: Cook

REPORTS TO: Kitchen Manager

FLSA CLASSIFICATION: Full-time, Non-exempt

DATE REVISED: January 2024

DEPARTMENT: Kitchen

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 Kitchen Team works in a fun and fast-paced environment focused on delivering delicious local food that makes our hungry customers happy. The Swamp Kitchen produces our frozen ready-to-cook prepared foods, our soups and salads, our catering and event orders, and all of the other specials sold throughout the cafe and in the grocery. All of these offerings help us to buy more from farmers. The Swamp Kitchen Cooks prepare seasonal recipes accurately, efficiently, and to high quality standards.

ESSENTIAL JOB FUNCTIONS

- Accurately executes SRCG recipes and prep lists to prepare and cook consistently high-quality food in a timely manner using industry standard equipment
- Prepares ingredients using a variety of techniques such as slicing fruit, vegetables, meat, cheese and bread and breaking down meat for recipes
- Utilizes a variety of cooking techniques such as blanching, baking, roasting and simmering to produce consistent, high-quality products
- Utilizes knife skills and best practices to quickly and safely prepare and cook ingredients in a high volume kitchen
- Packages and labels cooked food for a variety of destinations including retail prepared food, catering and wholesale orders
- 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 Kitchen Management and assists fellow employees as needed

JOB REQUIREMENTS

- Must be 18 years of age or older
- Must be available to work between 8:00 am - 8:00 pm, weekends may be required
- Food service experience preferred but not necessary
- Intermediate knife skills a plus
- 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)
- Must be comfortable with repetitive motions and multitasking
- Must be able to work in an often hot/cold environment
- Must communicate by Paylocity, Slack, and email
- Adheres to all SCDHEC food safety requirements including following rules of cooling, time control of temperature and storing food properly
- Is an active part of the Swamp Team so adheres to high standards of service, quality, and presentation
- Takes initiative to help any area of the business if possible
- Performs 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:	Frequently	Lift 20 pounds or less:	Frequently
Walk:	Occasionally	Ascend/Descend Stairs/Ladders:	Frequently	Lift 20-50 pounds:	Frequently
Sit:	N/A	Squat or Kneel:	Frequently	Lift 51-100 pounds:	Occasionally
Handling:	Constantly	Bend:	Frequently	Lift > 100 pounds:	N/A
Push/Pull:	Frequently	Exposure to Heat:	Frequently	Exposure to Cold:	Occasionally

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 starts at \$15.50 per hour
- Wage increase available if exceeding requirements
- 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
- 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](#).