

Rhode Island Community Food Bank

Job Description

Position Title: Prep Cook

Reports To: Community Nutrition Manager

Status: Temporary, Part-Time, Non-Exempt (hourly)



Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects, and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize, and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Position Summary: The Prep Cook works alongside our Production Chef and is responsible for the safe preparation of daily meals provided to Kids Cafe partner sites. Responsibilities include preparation, cooking, and packaging for delivery in a quality, timely manner. The cook is expected to follow proper kitchen procedures for safe food receiving, handling, and storage, and must practice proper cleaning, safety, and sanitation.

Duties and Responsibilities:

Meal production:

1. Ensures that all meals are properly prepared, labeled, and temped.
2. Ensures that all production paperwork is properly completed each day.

Food Safety & Nutrition:

1. Ensures that all safety standards are met and maintained throughout the meal production process for compliance of RI Department of Health license regulations, including proper cleaning and sanitation procedures of kitchen facilities.
2. Accepts food deliveries and ensures that they are efficient, expeditious and meet required temperature check and record-keeping procedures.
3. Produces meals following Food Bank nutrition guidelines.

Customer Service:

1. Works closely with staff to ensure issues/concerns about the meal program are resolved in a timely manner.

Skills and Qualifications:

- Documented and proven professional culinary experience.
- Certified food safety manager.
- Ability to manage multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Effective problem-solving skills and the ability to quickly assess issues and develop new strategies.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- A strong sense of organization and responsibility.
- Ability to maintain a professional atmosphere.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: The majority of the position is spent standing in a heated commercial kitchen preparing meals and regularly lifting pans of food up to 50 pounds. On any given day or during any given period of time, the percent of time may vary. This shift may be a regular occurrence. May walk through or work in the warehouse and is subject to varying temperatures (exposed dock, coolers, and freezers) in all seasons. On occasion, works outside of normal working hours and drives to sites and events out in the community. There may be additional, occasional, travel to attend meetings and workshops.