

WSM Job Description Temporary Prep Cook and Dockworker

Summary:

Assist in food services by preparing food, receiving donations, assisting with product storage and inventory control, and cleaning in an institutional setting. This temporary position is not benefits eligible.

FLSA: *Temporary 90 Day Position, full-time, non-exempt*

The Temporary Prep Cook and Dockworker must be able to support the core values and philosophy of ministry held by Water Street Ministries.

Essential Functions:

- Assist in the preparation and serving of food items in accordance with menu specifications and established food safety practices as directed by supervisor
- Operates and cleans various kitchen equipment.
- Assist donors at food dock in a pleasant and courteous manner
- Receive product at the dock, use pallet jack or forklift to move product for proper storage
- Keep the dock area clean and organized, including fridges, freezer, restroom and shelves
- Ensure that proper sanitation and food safety procedures are followed
- Works in harmony with all staff, guests and volunteers
- ***Perform other duties as assigned.***

Education/Skills: High School Diploma or G.E.D required, general math competency, computer proficiency on databases and email communications, experience in a retail or food service industry preferred. Able to lift 50lbs, experience using a forklift is preferred. Willing to provide leadership to volunteers, excels in a fast-paced work environment, enjoys food service and working in a team environment. This position will work some weekends and holidays.

Reports to: Food Services Manager

Physical Demands:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Stand, walk, or sit - *continuously*
- Use hands to finger, handle, or feel – *continuously*
- Reach with hands and arms – *frequently*
- Stoop, kneel, or crouch - *occasionally*
- Lift and/or move up to 50 pounds - *occasionally*
- Regularly exposed to hot, wet, or humid conditions, and may work near moving mechanical parts
- Works early morning or late evening shifts. Employee must be able to work early morning, evening and weekend shifts.