



Wolf Ridge Environmental Learning Center Job Description

Job Title: Prep Cook
Department: Dining Services
Reports To: Dining Services Manager
FLSA Status: Non-exempt, hourly
Prepared By: Executive Director
Updated By: Operations Director
Prepared Date: 9-1-2023
Updated Date: 3-18-2026
Approved By: Executive Director
Approved Date: 3-18-2026

Summary Assists the Cooks and Dining Services Manager as needed in all functions of the dining experience including all food and beverage preparation, cleaning, dishwashing, and serving of customers and staff.

1) ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Cooks and Dining Services Manager in all matters that relate to preparing, cooking and serving meals, and cleaning and operating the kitchen and Dining Hall.
- Under direction of the Cooks and Dining Services Manager, prepares foodstuffs in quantities according to the menus and the number of people to be served. Serves customers and staff.
- Responsible for cleaning of the kitchen and dining hall throughout the shift. Manages sorting of recyclable products.
- Operates all kitchen appliances including electric and gas ranges, ovens, grills, stock pots, microwaves, dish washing machines and other food service equipment.
- Dependent upon staffing of a shift, is responsible for managing and operating the dish washing machine whenever the machine is used, and managing the meal time dishwashing process.
- Supervises and manages the KP volunteers during their shift, primarily children.
- Assists with receiving and proper storage of food and non-food deliveries, organizing the dry storage and cooler and freezer areas.
- Nightly cleaning, sweeping and mopping of the kitchen and dining areas.
- Maintain appropriate levels of food safety in all kitchen functions.

- Maintain positive, friendly attitudes with all customers and KP volunteers.
- Safely operates and maintains cooking and dishwashing equipment.
- Conducts themselves in accordance with all local and state health codes.
- Assists as needed in functions of other Wolf Ridge Operations areas including Maintenance, Custodial, the Farm, Store, and/or Office. Provide support to the Program Team.
- Position is subject to overtime. Occasional weekends are required to meet organizational demands.
- Other assigned duties by supervisor and/or administration.

2) SUPERVISORY STATUS

Assist in supervision of youth and adult volunteers as part of the Kitchen Patrol (KP) supplied by visiting groups.

3) PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual should demonstrate the following competencies and skills:

Punctuality, Reliability and Performance - Reliably responds to work needs and conditions, shows up for work on time, consistently meets or exceeds performance expectations and job demands.

Problem Solving - Actively addresses problem areas by either fixing them directly or notifying the appropriate staff person. Able to deal with frequent change, delays, or unexpected events.

Task Management - Completes projects on time; uses time efficiently; works hard to accomplish duties; generates suggestions for improving work; monitors own work to ensure quality.

Customer Service - Responds promptly to customer needs, inquiries and requests for assistance; approaches customers in a tactful and polite manner and treats them with respect; exhibits behavior appropriate to working around children.

Teamwork - Shares expertise with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Treats fellow staff with respect and consideration; accepts responsibility for own actions; follows through on commitments; is consistently at work and on time. Exhibits an overall positive, "can-do" attitude toward work. Promotes a trusting and friendly working atmosphere.

Organizational Support - Follows employee policies and procedures; supports organization's goals and values; conserves organizational resources; ensures work responsibilities are covered when absent; follows instructions, responds to management direction; commits to long hours of work when necessary to reach goals or complete a project.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Safety - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

4) EDUCATION AND EXPERIENCE

One to three months related experience and/or training preferred but not required; or equivalent combination of education and experience. Experience in large group or institutional food service and dishwashing is preferred but not required.

5) OTHER QUALIFICATIONS

Language and Math Skills

Excellent oral and interpersonal communications skills. Ability to carry out written and oral instructions. Good organization and prioritizing skills. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals and to apply this ability to food preparation.

Other Skills

Ability to safely operate and maintain cooking, baking and dish washing equipment.

Certificates, Licenses, Registrations

Required: Valid Driver's License and reliable vehicle for getting to work, safe food handling certification may be required but will be provided by WRELC if appropriate.

6) PHYSICAL DEMANDS

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

The employee is required to stand and walk 90% of their shift; use hands to handle and carry; reach overhead with hands, arms and shoulders in all directions; stoop, kneel and crouch. The employee is frequently required to push floor cleaning equipment, sweep and mop. The employee must regularly lift and /or move up to 25 pounds (case lots of food) and occasionally lift and/or move up to 40 pounds.

7) WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment varies from quiet to loud. The position works in the presence of children. The position requires a favorable background screening report. Employee is exposed to cleaning solutions, hot stoves and hot water, cold freezers, sharp utensils, and machinery on a regular basis. Required to stand for long periods of time.