



Job Title: Production Staff	Classification: Non-Exempt
Reports to: Production head Chef & General Manager	Location: Ainsworth
Last Updated: October 29 th , 2019	Status: Full Time

Production Staff

Production Staff are responsible for making sure all Market orders are fulfilled and ready for transport daily. Attention to detail, quality control and the ability to react to changes in the day are key attributes for this position.

Primary Job Responsibilities

- Ensure all Market daily productions are completed as ordered
- Assembles high quality food and ensures items are complete, prepared as required and attractive in appearance, including sandwiches, salads, parfaits and other goods
- Follow kitchen sanitation practices and ensure compliance of market staff
- Follow production preparation weights and procedures as described
- Maintains cleanliness of kitchen stations and work areas
- Ability to manage time effectively
- Report low or out of stock items daily
- Daily cleanup of all kitchen prep areas
- Break down cardboard and take out trash
- Sweep and mop floors
- Other duties as assigned

Job Requirements

- High School diploma/GED
- 2+ years' experience in food prep
- Able to follow instruction and work as part of a team, as well as independently
- Comfortable working in a fast-paced environment

Required Skills

- Must have high level of mobility/flexibility.
- Must possess high level of coordination.
- Must be able to communicate clearly in an active restaurant environment

Physical Demands

- Must lift and carry up to 40 pounds.
- Requires frequent reaching, bending, pushing and pulling.
- Exposure to heat, steam, smoke, cold and odors.
- Requires continual standing and walking.

Please note this job description is not to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notices.

Capers Café & Catering Company is an EO employer and committed to the principle of equal employment opportunity for all applicants and employees and to providing employees with a work environment free of discrimination and harassment.

Signatures

This job description has been approved by the President of Capers Café & Catering Company.

President: _____

Employee: _____ Date: _____