

centrum

creativity in community

CENTRUM Job Description

JOB TITLE: Prep Cook
JOB STATUS: Part-Time, Non-Exempt (10-15 hours per week, Seasonal)
REPORTS TO: Kitchen Manager
PAY RANGE: \$19.50 - \$21.00 per hour plus tips

Overview

The Prep Cook supports the kitchen team in preparing and executing high-quality meals for Centrum program participants in a banquet-style service. This role focuses on ingredient preparation, station cleanliness, and maintaining food safety standards. The ideal candidate works well in a fast-paced, team-oriented environment and follows instructions precisely to ensure smooth kitchen operations.

Essential Functions

Food Preparation & Service

- Prepare raw ingredients and ready-to-eat food items according to recipes and production timelines.
- Maintain high standards in food quality, consistency, and presentation.
- Ensure proper handling, storage, and labeling of food items to prevent cross-contamination.

Sanitation & Safety

- Maintain a clean and organized workstation throughout service.
- Follow all food safety and sanitation regulations to meet Health Department standards.
- Report any equipment malfunctions or needed repairs to the supervisor.
- Support proper inventory procedures and alert the supervisor when stock runs low.

Team Collaboration & Support

- Assist the Lead Cook and kitchen staff in meal preparation and plating.
- Work efficiently as part of a team to execute timely meal service.
- Communicate effectively with staff to ensure smooth operations.

Other Duties

- Work evenings and weekends as needed based on program schedules.
- Perform other kitchen-related duties as assigned by the Kitchen Manager.

Qualifications

Experience

- Minimum 1 year of kitchen experience (banquet/catering preferred).

Skills

- Ability to follow instructions and execute recipes accurately.

March 11, 2025

- Strong organization, time management, and multitasking skills.
- Ability to work independently and as part of a team.
- Passion for high-quality food and excellent service.
- Ability to accept and apply constructive feedback.

Certifications & Requirements

- WA State or ServSafe Food Handler's Card (or ability to obtain).
- Reliable transportation to and from work.
- Ability to lift and carry up to 50 lbs. as needed.
- Comfortable working in high-temperature environments with occasional exposure to steam, smoke, and confined spaces.

Core Competencies

- Attention to Detail: Follows recipes and food prep guidelines accurately.
- Adaptability: Adjusts to changes in kitchen workflow.
- Communication: Works well with kitchen staff to ensure smooth service.
- Teamwork: Collaborates effectively to complete meal prep and service.
- Safety & Compliance: Adheres to food safety regulations and best practices.

Physical Requirements & Potential Hazards

- Standing for extended periods, frequent lifting, bending, and reaching.
- Exposure to hot equipment, steam, and kitchen hazards.
- Ability to respond quickly to emergency situations in the kitchen.

Centrum Benefits

Centrum offers temporary or seasonal employees, hired for specific periods or projects, the opportunity to work part-time or full-time hours. They are eligible for the Centrum Retirement Plan based on eligibility requirements and accrue sick time per Washington State's Paid Sick Leave law (RCW 49.46.210). Additionally, part-time and temporary employees may access the Employee Assistance Program and participate in Centrum workshops with waived tuition, subject to available space.

Programs Assistant
PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the typical physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work, and may be adapted to reasonably accommodate a disability as defined by the ADA.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			X		
Walking				X	
Standing			X		
Running	X				
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. stairs, ladders)			X		
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers		X			
Grasping with hand, gripping			X		

CENTRUM JOB DESCRIPTION

Prep Cook

Page | 4

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds		X			
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling		X			
Using Foot Controls	X				
Work in/exposure to inclement weather			X		
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)		X			
Distinguishing colors		X			
	NA	NE	O	F	C

CENTRUM JOB DESCRIPTION

Prep Cook

Page | 5

Hearing conversations or sounds				X	
Hearing via radio or telephone		X			
Communicating through speech				X	
Communicating by writing/reading				X	
Distinguishing odors by smell		X			
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position not addressed above?

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date

March 11, 2025