

**Position:** Prep Cook

**Hours:** Part time 20-30 hours per week, flexibility required with night and weekend availability

**Salary:** \$12-16 per hour, dependent on experience

Employment Options is a non-profit organization that supports individuals in mental health recovery. We are seeking a skilled, experienced prep cook to join our growing catering business. In this position, you will assist the culinary/catering team with a variety of tasks and must be comfortable working side by side with individuals with disabilities. Strong organizational and interpersonal communication skills are a must.

**Responsibilities include:**

- Follow the executive chef's prep list to plan your daily work
- Label ingredients and food items and stock pantry and refrigerator shelves in an organized manner
- Properly store food items in designated containers
- Sanitize work areas and equipment, wash dishes, take out trash
- Measure seasonings, condiments, and ingredients for use in cooking
- Portion and wrap food
- Perform basic cooking tasks. Package take out foods
- Maintain records of quantities of foods and ingredients used
- Update supervisors when stock of food items or supplies are low
- Inform managers about broken or malfunctioning equipment
- Comply with food safety and sanitation guidelines

**Requirements and Qualifications**

- Background as a prep cook or related experience
- Availability for early morning shifts, nights and weekends when needed
- Valid MA driver's license
- Manual dexterity to ensure proper operation of kitchen utensils and cutting tools
- Effective communication skills
- Proficient in English
- Adept at performing tasks well in a fast-paced environment