

*SEE ROCK CITY, INC.*  
**JOB DESCRIPTION**

Title: <b>GRANDVIEW FOOD PREP PARTNER</b>	Team: Grandview
Reports to: Grandview Manager/Catering Manager	Status: Hourly, Part-Time

**Summary:**

*Executes food prep and service at for events at Grandview, other See Rock City, Inc. sites, and various offsite venues. Under the supervision of the Grandview Catering Manager and Grandview Manager, the Grandview Food Prep Partner is responsible for the following:*

**Responsibilities:**

- Ensures excellent guest service in all aspects, in line with the organization's mission and guest service standards at all times.
- Models appropriate guest and partner interaction at all times.
- Follows the prep list created by the Catering Manager.
- Labels and stocks all ingredients on shelves so they can be organized and easily accessible.
- Prepares cooking ingredients by washing and chopping vegetables, fruits, etc.
- Maintains a clean and orderly kitchen by washing dishes, sanitizing surfaces, taking out trash, and related duties.
- Assists in coordinating all aspects of food safety and quality.
- Ensures all food and other items are stored properly.
- Breaks down all food service areas after events.
- Cleans all areas in house where food is served.
- Closes and shuts down Grandview at the end of operation.
- Performs other duties as assigned by management.

**Qualifications:**

- Possess an outgoing, friendly personality and the ability to provide quality guest service.
- Ability to convey a professional image to clientele in a variety of settings.
- Ability to communicate effectively with a team in high stress situations.
- Able to operate cutting tools, kitchen utensils and general kitchen equipment.
- Must be formally trained in food safety, with Serv Safe certification preferred or willingness to become Serv Safe certified.
- Willingness to learn more advanced prepping and cooking skills over time.
- Ability to effectively present information and respond to questions from a group of managers, guests, or the general public; to read and analyze business correspondence.
- High School diploma or equivalent, two to five years minimum related experience, or an equivalent combination of both.
- Ability to work a flexible schedule, including nights, weekends and holidays.
- Ability to stand and walk for up to 15 hours; Ability to stoop, kneel or crouch, and lift up to 25 pounds; Ability to use hands and fingers for food prep.