



1410 3rd St, Stevens Point, WI 54481-2938, United States

## **Job Description**

### **Cafe Kitchen Prep Cook**

RUBY Cafe Stevens Point

Reports To: Kitchen Manager & Cafe Manager

Wage: \$11/hr with no experience, \$12 with experience

Highly competitive tip payout

Hours per week: 16-30 hours/wk.

*Available Weekdays and Weekends*

The Cafe is open 7 days a week, 7am-3pm. We are looking for a creative, motivated individual for our food program. Please include daily availability with your resume.

Send Resume and Availability details to: [cafegm@rubycoffeeroasters.com](mailto:cafegm@rubycoffeeroasters.com)

Summary: General operations of a full-service Cafe

#### Essential Job Duties/Functions:

We are looking for a fun, creative individual to join our team in the kitchen! As a cook, you will be responsible for preparing food based on our recipes, as well as presenting, garnishing and arranging final dishes. Some days might even include baking. We are always updating our menu and welcome input and collaboration. If you are looking for experience in a kitchen, come join our team!

- Open: Prep, cleaning, equipment management
- Take orders, prep orders
- Make all food menu items
- Dishes
- Cleaning
- Occasional customer service, including food running
- Close: Kitchen shut down, clean, lock up

Education and/or Experience:

- No experience necessary but encouraged
- Basic PC Software Experience (e.g., Point of Sale, Docs, Excel, Sheets, Slack)

Minimum Qualifications:

- Strong attention to detail.
- Strong adherence to designated specs, recipes, and procedures.
- Must be highly motivated, organized and able to handle multiple priorities while meeting deadlines.
- Must be able to operate under minimal supervision.
- Must conduct self in a professional and respectful manner at all times.
- Must possess a positive, enthusiastic attitude.
- Must be flexible with the ability to adapt to change when required.
- Good interpersonal communication skills.
- Maintains confidentiality of all trade secrets, including recipes, policies and procedures.
- Must be able to work special events, weekends, and holidays as needed.
- Must have reliable transportation and phone.
- Able and willing to deliver friendly, courteous, and prompt customer service.
- Able and willing to work cooperatively with other team members.

Physical Requirements: The physical demands described here are representative of those that must be met by the Cafe Manager to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions, provided such accommodations do not create an undue hardship for the Company.

The employee must occasionally lift and/or move up to 50 lbs., while performing the duties of this job, the employee is required to stand for long periods of time; frequently walk, use hands and fingers, handle or feel, reach with hands and arms, talk and hear; occasionally sit, climb or balance, stoop, kneel, crouch or crawl.