



DREXEL UNIVERSITY

Center for

Hunger-Free Communities



EAT
CAFÉ

EAT (Everyone At the Table) Café Job Description

Position Title: Line Cook

About EAT Café: The EAT (Everyone At the Table) Café is a nonprofit, pay-what-you-can café that nourishes, educates, and unites community in a welcoming environment. The café is a collaboration among the Center for Hunger-Free Communities and the Center for Hospitality and Sport Management at Drexel University, Vetri Community Partnership and the greater West Philadelphia community. The EAT Café is located at 3820 Lancaster Avenue, and will be opening in June 2016.

Job Objective

Accurately and efficiently cook meats, fish, vegetables, sauces and other food products, as well as prepare and portion food products prior to cooking. Also perform other duties in the areas of food and final plate preparation including plating and garnishing of cooked items, and preparing appropriate garnishes for all menu item plates. To prepare, cook and present food quickly and efficiently.

This is an hourly part-time position with opportunities for future growth. Work hours are currently projected to be from Thursday through Sunday from 3pm-9pm. Position reports to the Chef/General Manager.

Essential Requirements

- Preferred residence in the West Philadelphia community and/or area, specifically in the neighborhoods bordering the EAT Café.
- Background in food service, hospitality industry.
- ServSafe certification is required.
- Self-starter, upbeat personality.
- A minimum of 2 years of experience in kitchen preparation and cooking.
- Culinary degree helpful, but not required.
- At least 6 months experience in a similar capacity.
- Must be able to communicate clearly with managers, kitchen and dining room personnel.
- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Be able to work in a standing position for long periods of time.
- Must be able to follow printed recipes and plate specifications as directed by Chef.
- Must maintain personal hygiene standards.

Main Responsibilities

- Prepares a variety of meats, seafood, poultry, vegetables and other food items for cooking in broilers, ovens, grills, fryers and a variety of other kitchen equipment.
- Assumes 100% responsibility for quality of products served.
- Knows and complies consistently with our standard portion sizes, cooking methods, quality standards and kitchen rules, policies and procedures.
- Stocks and maintains sufficient levels of food products at line stations to assure a smooth service period.
- Portions food products prior to cooking according to standard portion sizes and recipe specifications.
- Maintains a clean and sanitary work station area including tables, shelves, grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range and refrigeration equipment.
- Prepares item for broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating.
- Follows proper plate presentation and garnish set up for all dishes.
- Handles stores and rotates all products properly.
- Assists in food prep assignments during off-peak periods as needed.
- Opens and closes their station properly and follows the opening and closing checklist for kitchen stations. Assists others in opening and closing the kitchen.
- Prepare, cook and present food quickly and efficiently, meeting our standards
- Assist in keeping kitchen, food storage areas clean, hygienic and organized, at all times.
- Keep up to date with daily menu offerings, menu changes, etc.
- Work safely around kitchen equipment and report any maintenance issues to the café manager.
- Assist in ensuring accurate food-ordering and stocking levels
- Assist in keeping food waste to a minimum through correct product measurement.
- Complete all appropriate kitchen/café documentation and key tasks, on every shift.
- Use the food development plan to improve kitchen operation, sales, profitability of the EAT café.
- Maintain personal knowledge of EAT café by completing in-house training and workbooks.
- Always adhere to all EAT Café policies and procedures.
- Attends all scheduled employee meetings and brings suggestions for improvement
- Be involved and contribute to all EAT Café initiatives and events.
- Carry out daily/weekly instructions given by the management.

Person Specification

Customer Focus

- Be friendly, smiley, sociable and welcoming to our customers, to create a warm and inviting atmosphere

- Remain calm, patient and polite interacting with our guests.
- Be helpful and resourceful with our customers. We are a community based café. If questions or concerns arise that are beyond your understanding alert the Café manager on duty and/or other staff member for assistance.

Drive

- Be confident and self-motivated.
- Demonstrate a passionate commitment to the café and our mission.
- Welcome and embrace change with a positive attitude.
- Be able to work unsupervised in a busy environment.
- Be able to prioritize duties; sufficient multi-tasking skills.

Personal Integrity

- Be honest and reliable.
- Be trustworthy, respectful and maintain confidentiality at all times.
- Be professional at all time.
- Dress appropriately.
- Maintain excellent attendance

Team Work

- Always be a part of the team (work family).
- Build and maintain good relationships with all team members.
- Work together with the team to ensure that the EAT Café is the best it can be.
- Be willing to perform different job duties to balance the workload.
- Be able to communicate effectively with people of all levels, backgrounds, etc.

Develop self and others

- Be motivated to learn and develop self.
- Seek feedback and invest time in personal development.
- Supervise, train and develop others.
- Support, encourage and motivate others.
- Coach, guide and give feedback to others.

Managing change

- Welcome and embrace change, with a positive attitude.
- Understand the need for change.
- Look for opportunities to improve areas of the EAT Café and business.

Gaining commitment

- Communicate clearly to colleagues and customers.
- Gain commitment of others by using own knowledge.
- Act as a role model.

Analyzing and decision –making

- Understand information quickly and accurately.
- Resolve problems using guidelines.
- Be able to work independently and know when to escalate issues.

The EAT Café employs the Sanctuary Model in its design and service delivery model. The Sanctuary Model is an evidence-supported, trauma-informed practice designed to facilitate the development of structures, processes, and behaviors on the part of staff, patrons and the community-as-a-whole that recognizes and responds to the impacts of extended exposure to adversity on individuals. This person should have some knowledge and/or interest in learning about this organizational culture model.

Other Information:

Drexel University is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the University community and the educational and employment experience of its members. The University prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, and status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all [University Policies](#) and [Workplace Postings](#).

Background investigations are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon the University's acceptance of the results of the background investigation.