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| Job Title: | Kitchen Prep |
| Location: | Orr’s Farm Market Bakery | Travel Required: | No |
| Level/Salary Range: | $10.00/Hr. Starting Pay | Position Type: | Seasonal/Part Time |
| HR Contact: | Katy Orr-Dove | Date posted: | 2024 Season |
| Will Train Applicant(s): | Yes | Posting Expires: | December 31, 2024 |
| Applications Accepted By: |
| Fax or E-mail:(304) 263-1153 or info@orrsfarmmarket.comSubject Line: Kitchen Prep Application 2024**Attention:** HR Department  | Mail:Katy Orr-DoveOrr’s Farm MarketP.O. Box 906Martinsburg, WV 25402 |
| Job Description |
| Role and ResponsibilitiesFood Safety Responsibilities:* Keep a Clean Work Environment and Take Care of Bakery Equipment
* Complete Daily Cleaning Activities
* Use Proper Hand Washing and Glove Routines
* Prevent Cross-Contamination
* Wash Dishes
* Keep Samples Full and Rotated

Kitchen Prep Responsibilities:* Check Dates and Rotate Food Items for Freshness
* Chop Vegetables and/or Fruits for Soups and Recipes
* Weigh Out Items for Kitchen Use
* Package Items
* Check In and Put Away Bakery Supply Shipments
* Complete All Food Prep Jobs in Bakery in a timely fashion.

Qualifications and Education RequirementsMust be at least 16 years old to work with bakery equipment. Must be able to lift 50 lbs. repetitively, and walk up and down stairs easily.Preferred SkillsMust be able to read and follow recipes. Must be able to use basic math to convert fraction amounts. Knowledge of baking terminology and equipment is preferable. Must be able to manage time and multi-task. Must be able to follow hygiene and food safety requirements. Detail oriented and efficient people fit best into this role. |
| Reviewed By: |  | Date: |  |
| Last Updated By: |  | Date/Time: |  |