



Job Title: Prepared Foods Cook

Version Date: May 24th, 2022

Classification: Non-Exempt	Department: Kitchen
Pay Type: Hourly	Reports to: Kitchen Manager
Position Type: Full-Time	Schedule: TBD

Job Summary:

Kitchen employees participate in the daily production of seasonal and freshly prepared foods that meet the brand and quality standards of Rosemont Market & Bakery. They also contribute to all core departmental responsibilities and participate in the completion of all daily shift goals. In addition to food preparation, these contributions include safely handling ready-to-eat foods, picking and receiving kitchen orders, and maintaining an orderly and sanitary work environment.

Duties and Responsibilities:

- Practicing efficient culinary techniques for high-volume food production and workflow.
- Practicing accuracy and consistency with respect to portioning, packaging, and labeling all Rosemont prepared foods.
- Practicing Rosemont’s standards of sanitation, site and equipment maintenance, and proper use of facilities.
- Adhering to all protocols and regulations of the Maine Departments of Health and Agriculture regarding personal and tool hygiene, sanitation, cross-contamination, and safe food handling.
- Participating in team efforts to maintain and organize Kitchen ingredient, product, and supply inventories, and communicating any discrepancies to the Kitchen Manager for immediate resolution.
- Picking and packing outgoing store orders and staging for delivery fulfillment.
- Contributing to the recipe testing, development, and quality control of creative seasonal recipes that reflect Rosemont’s commitment to local and sustainable food systems.
- Clearly transmitting critical production/supply information through company-wide channels.
- Reporting all operational disruptions, changes, and successes to the Kitchen Manager, and reporting all urgent kitchen maintenance needs to the Facilities Maintenance Engineer, Kitchen Manager, or Director of Operations.
- Following all company and department policies as written in the Employee Handbook.
- Other tasks as assigned.

Required Skills/Abilities:

- Keen interest in local food systems, food trends, sustainable food economies, and specialty foods.
- Refined culinary technique and skill.
- A team-oriented attitude and a desire to promote a safe, respectful, and inclusive workplace.
- Independent and reliable transportation.
- Independent time-management skills and ability to sustain multiple ongoing projects.
- English language proficiency required.

Education and Experience:

- High School diploma or equivalent required, college degree preferred.
- Prior experience in a kitchen or culinary environment, prior professional cooking experience preferred.

Work Environment:

- This is an in-person position, and all work will be carried out on-site at Rosemont Headquarters. This site is not open to the general public.
- The specific hours of employment and shift schedule will be determined in conjunction with the department manager.
- Moderate to loud noise levels in the production and warehouse facilities.
- Attendance at trainings and certifications may be required.

Physical Requirements:

- Ability to lift 50 lbs. carton or bag.
- Ability to bend, lift, twist, squat, and reach.
- Ability to stay standing throughout the duration of the shift.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.