

**I. Position**

Salad Prep Assistant (2.21)

**II. Related Titles**

Pantry Worker

**III. Essential Functions**

Prepare salads and other cold food in accordance with club recipes and standards.

**IV. Additional Responsibilities**

1. Prepares all salad items before each shift (washes and cuts lettuce, vegetables, fruits, meats, etc.) and maintains product levels during service hours
2. Prepares salads and other cold items for special functions
3. Makes sandwiches according to club recipes and standards
4. Cleans equipment and ensures that pantry area refrigerator and walk-in are clean and neat
5. Sets up, maintains and breaks down salad prep station
6. Identifies products needed and requisitions them.
7. Notifies Garde Manger or Sous Chef in advance of product shortages
8. Maintains safety and security in work area
9. Maintains neat professional appearance and observes personal cleanliness rules at all times
10. Adheres to state and local health and safety standards
11. Maintains the highest sanitary standards
12. Ensures that work station and equipment are clean and sanitary
13. Covers, dates and neatly stores re-usable leftover products
14. Ensures that food products are used before they spoil
15. Assists with other duties as assigned by Sous Chef
16. Prepares and serves items in accordance with established portion and presentation standards

**V. Reports to**

Sous Chef

**VI. Supervises**

No supervisory duties are included in this position