

DSA Café Prep Cook Intern Job Description



Position Description

Position Title:	Prep Cook Intern	Date:	24 Sept 2021
Reports To:	Executive Director & Head Chef	FLSA Status:	Nonexempt
Department:	Café Kitchen	Position Status	PT
Pay:	\$10/hour		

Job Summary

The Prep Cook intern will report directly to the Head Chef and Executive Director of the Down Syndrome Association of Delaware. During this 12-week internship, the Prep Cook will assist the Head Chef in meal preparation, making and serving smoothies and other drinks. They will also assist in serving café customers and clearing and cleaning cafe tables.

The Café is open Monday, Wednesday, and Friday from 7:00 am – 2:00 pm, Tuesday from 11:00 am - 8:00 pm and Thursday from 11:00 am – 2:00 pm. Additionally, staffing is needed on Wednesdays from 12noon-4:00 pm.

Interns will also receive job coaching and regular performance assessments to help prepare them for permanent work opportunities in competitive integrated employment.

Essential Functions and Responsibilities

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals to perform the essential functions. Other duties may be assigned to meet business needs.

- Prepare and serve drinks for café customers
- Make smoothies, coffees, and teas
- Assist the Chef with food preparation – make sandwiches, meal prep meals etc.
- Deliver food to café customers and bus/clean tables after meals
- Clean work area and demonstrate proper kitchen safety habits

Qualifications

Currently, the position is only open to individuals ages 18 years and older who have Down syndrome.

Knowledge, Skills and Abilities

- Excellent organizational skills and attention to detail
- The ability to handle multiple tasks.
- Friendly and customer service oriented
- Awareness of safety hazards and/or concerns
- Ability to use basic kitchen tools including a blender
- A demonstrated interest in cooking
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Work Environment:

- General kitchen and café environment
- Work schedule flexibility required

Physical Demands:

- The person in this position needs to occasionally move about the kitchen and café
- Ability to be on feet and control knives safely (training provided)

This position description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. Down Syndrome Association of DE has the right to revise this position description at any time. Down Syndrome Association of Delaware is an “at will” employer and as such, neither this position description nor your signature constitutes any form of contractual agreement between you and Down Syndrome Association of Delaware

By signing below, I acknowledge receipt of a copy of the job description and understand the scope of my responsibilities.

Employee's Signature	Date:
Supervisor's Signature	Date: