



## Prep Cook

DEPARTMENT	REPORTS TO	PAY CLASSIFICATION	LAST UPDATED
30 Prepared Foods	Fresh Foods Manager	Hourly-Non-Exempt	March 16, 2026

### Job Summary

*Prepares food items to be used in a full range of cooking methods as directed by the Chef or Food Service Manager.*

### About Caledonia Food Co-op

Caledonia Food Co-op is a member-owned grocery store that draws together the diverse communities of Caledonia County and surrounding areas in an inclusive space supporting food justice, local resilience, environmental stewardship, area food producers and a vibrant downtown St. Johnsbury.

### Essential Job Duties

- ✓ Chopping, slicing, and cutting food items with accuracy and precision
- ✓ Assists the Cooks and Chefs with food preparation and cooking duties
- ✓ Proper labeling, dating and storage of prepared food items
- ✓ Performs cleaning tasks
- ✓ Wash dishes as needed/necessary

### Additional Duties

- ✓ Assist in catering and special projects as assigned

### Essential Skills

- ✓ Good customer service skills for both internal and external customers
- ✓ Strong attention to detail
- ✓ Excellent interpersonal skills
- ✓ Ability to take direction and work independently
- ✓ Ability to multi-task and good organizational skills
- ✓ Ability to work under a deadline and extra hours if needed
- ✓ Utilize a wide variety of kitchen tools and utensils, including chopping knives

### Essential Mental & Physical Requirements

- ✓ Ability to read and follow recipes accurately
- ✓ Works with guidance from Department Manager
- ✓ Performs a variety of tasks as dictated by department demands
- ✓ Standing for long periods, bending, walking, reaching, and sitting
- ✓ Ability to climb up and down stepladders and stairs daily
- ✓ Able to lift and carry up 50 lbs. as needed throughout the day



### Experience and Educational Requirements

- ✓ There are no educational requirements, though prior prep cook experience is a plus.

### Other Qualifications

- ✓ Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA & other federal, state & local standards - including meeting qualitative and/or quantitative productivity standards
- ✓ Ability to maintain reasonably regular, punctual attendance consistent with the ADA, FMLA & other federal, state and local standards
- ✓ Compliance with all personnel policies

#### Important Disclaimer Notice

*The job duties, elements and responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The Co-op does reserve the right to revise this job description at any time and require employees to perform other job duties as assigned.*