

JOB TITLE: Cook (Prep & Event)

Position is FULL TIME (~40 hours / week) and SEASONAL (April/May - November)

Prep & event hours.

Ideal schedule is Tuesday - Friday, 7:00 AM - 3:00 PM or NOON - 7:00 PM plus every Saturday.

Flexibility, night, and weekend work required. Work will take place both in Kitchen and at off-site Events.

DANDELION CATERING is a Yarmouth, Maine based catering company. We offer food & beverage packages for large and small events, supplemented by a quickly-growing "drop off" catering service. Our food is locally sourced and handmade with care, in a prep kitchen overlooking the Royal River.

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The PREP & EVENT COOK is responsible for maintaining Dandelion Caterings exceptionally high regard for quality, food safety and aesthetic surrounding all prepared food items both on and off-site. Seeking an experience, skilled, and motivated cook with working knowledge of many methods of food preparation and time management. Reports directly to Sous Chef and Chef.

RESPONSIBILITIES

- Set up work station with appropriate equipment for food prep that day. Include compost bucket, sanitizing bucket, clean dry towels and an apron for yourself.
- Become well informed of all methods of food preparation and recipes in the Dandelion Kitchen.
- After reading the prep list, discuss priority projects with Sous Chef or Chef to always find the best use of time throughout the day.
- Be familiar with all pertinent methods of cookery including but not limited to: Blanch, roast, sear, saute, fry, grill, poach, boil and pickle. Dandelion is always willing to educate anyone willing to learn.
- Prep, prepare, cool, appropriately label and store all food products in a safe and efficient manner with a sense of urgency, adhering to Dandelions Hashtag system for thorough organization and clarity.
- Be available to assist Kitchen Manager in any way regarding execution of Delivery orders. Be informed about when orders will be going out during the days prep to allow additional space for their construction, and to get current wedding prep projects out of the way (within reason).
- Be available to put out orders both independently and with help, depending on needs of the business.
- Maintain clean, well organized workspace throughout duration of shift. Always clean as you go.
- Assist with kitchen close down at the end of each shift. This includes but is not limited to: Wash dishes / scrub and sanitize all surfaces, cooking equipment and other food preparation items and areas / take out compost / take out trash and recycling / empty walk in condensation bucket / wash and sanitize hand sink, oven and stove tops / sweep and mop floors.
- Other duties as assigned.
- **ON SITE:**
 - Carefully review event emails which outline event location, arrival time, and special instructions.
 - Be available to facilitate small events independently, at the discretion of the Chef and Operations Manager.
 - Be diligent about clocking in and out for event time when you arrive on site, and when you leave.
 - Load van with all day-of baked goods, huskys, food coolers, and other necessities for the event day. Come prepared with Event shirt/ apron/ knife bag/ snacks/ comfortable work shoes.
 - Take direction and assist BOH lead Chef with setting up off site kitchen, unloading pack out, and arranging mise en place to seamlessly execute service. Includes setting up gas range, burners, grills, and being able to move tables and heavy food coolers.
 - Take direction from BOH lead Chef to facilitate cocktail hour, salads, sides, entrees and dessert courses.
 - Always maintain strict adherence to Dandelion's high regard for cleanliness, keeping your workspace clean, tidy, and leaving it cleaner than you found it. Consistently remind yourself we are always within reach of clients and guests.
 - No cell phone use within sight of guests.
 - Wash dishes as needed at events.
 - Take care to restrict time and temperature abuse of foods being served on site, and those coming back to the Dandelion Kitchen for further use.
 - Assist BOH lead Chef with putting up vendor meal after dinner is served to guests.
 - Breakdown kitchen after service, re-load van or U-Haul to return to mill.

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- Unload van or U-Haul at mill, and return unused equipment/ products to original places.
- Wash any dishes (see BOH lead Chef).
- Properly store and label all food products coming back to the Dandelion kitchen with the approximate date of their production, today's date, and store them in the walk in cooler to be utilized in another way, or staffed out. (This is at the discretion of the BOH lead Chef).
- Degrease, scrub, rinse and sanitize all coolers and huskies. Stand up to dry thoroughly overnight.

REQUIREMENTS

- Proven experience in a professional kitchen setting.
- Ability to be flexible with scheduling. Night and weekend work is required.
- Ability to work as a team member with good communication skills.
- Ability to work a physically demanding job. Heavy lifting is required.
- Reliable transportation and driver's license.
- Serve Safe certification a plus.
- Slip safe shoes, proper kitchen attire and headgear.

BENEFITS

- Competitive hourly wage based on experience. Overtime paid at 1.5 times the prep rate after 40 hours per week. Event-based gratuity paid when available.
- Accrued paid time off.
- Potential for year-round employment and additional benefits pending off-season booking volume.
- Dandelion will provide (1) Event shirt and (1) apron. You are required to launder and return to Dandelion at the end of your employment.
- Family meals on off-site events. (Some shift meals in Dandelion kitchen where applicable).