



Job Title: Kitchen Support/Prep

A Day in the Life / Daily Duties: As far as our team goes, this position is for people who prefer versatility and constant change throughout the day. The kitchen support members will focus primarily on the preparation of food items when ordered such as breakfast items, sandwiches, salads and soups. As with nearly all of our staff, we will cross-train individuals who are interested in learning about and working in other areas of the restaurant.

We want to support and cultivate the professional and personal growth and happiness of all our employees. We feel that we can accomplish this by being supportive and open as a team; have fun together; maintain focus on our goal of helping each customer have a better day and leave happy and excited to eat; trust that we will all be responsible and honest; cultivate learning and growth.

The essential functions for this position include, but are not limited to the following:

- Maintain current knowledge of the food preparation and ingredients for all menu items
- Suggest menu items and contribute to menu development as desired and appropriate
- Prepare product for service: prepare soups, slicing, portioning, checking in product and requesting inventory as necessary
- Prepare food from our menu to order for customers in an efficient and timely manner
- Food safety training or willing to complete within one year
- Maintain all prepared foods procedures and processes
- Adhere to state regulations for food safety at all times
- Support other restaurant roles
- Assist with the training of new and existing employees
- Ensure the restaurant is a clean facility at all times
- Assist in problem solving when issues occur with customers or employees
- Interact with guests in a fast/friendly manner for the entirety of their stay
- Answer all questions regarding the menu
- Remain knowledgeable on the TOAST POS system
- Comply with established sanitation standards, safety, personal hygiene and health standards
- Close kitchen and clean at the end of every shift
- When applicable, perform closing activities such as cleaning chairs and tables, stacking chairs, preparing for morning shifts
- Complete all service paperwork as required
- Maintain best practice standards for both presentation of self and quality of product being served
- Perform other duties as assigned.

Qualifications: This position would be great for folks who love working with people, who have patience and stamina, and those who are most happy being busy. A hard-working nature, great attitude, and an evident eagerness to learn about working in the restaurant industry.

The ability to work well on a team and handle stress at times is essential. We are willing to train the right person, but preference will be made to those with at least 1-year experience working in a kitchen environment.

General qualifications:

- Preference given to those 18 years or older
- High school education and some culinary experience preferred
- Has a Vermont Food Handlers Certificate or willing to obtain one within 3 months
- Organized and has excellent time management skills and attention to detail
- Good communication skills, verbal and written
- Self-motivated and able to work without supervision as necessary
- Able to read and follow scratch recipes with accuracy and success
- Must be extremely reliable
- Ability to work in a sometimes fast-paced and stressful environment
- Desire to learn and make a solid contribution to the company
- A positive attitude and enjoys challenges
- Present a neat and clean appearance
- Basic knife skills
- Excellent understanding of customer service.

Physical Requirements: This position can be physically demanding at times, especially for full-time employees who are working more than 6 hours. Please understand that this position requires a lot of time on your feet. This position requires that employees:

- Must be able to stand for long periods of time
- Have the ability to lift 20 lbs regularly and 50 lbs occasionally
- Are able to bend and stoop continually
- Must have the ability to use small ladders and step stools
- Must have the ability to complete repetitive tasks
- Must be able to work in a sometimes hot environment

Compensation & Perks: Opportunity to work in a fun yet challenging culture with an amazing team driven to succeed! Service staff that handle or serve alcohol must be 18+ years of age.

At BSK we have bi-weekly all-staff meetings that occur outside of business hours and can range from 15 minutes to more than an hour. We compensate our employees for that time which is focused on menu development, sampling new menu and retail items, communication, team-building, professional growth, as well as a variety of training on interests outside of the food industry that a majority of the staff select. We build community from the inside ☺. After an employee's probationary period, we also provide full-time employees a modest budget for additional training in their area of professional interest (does not even have to be in the food industry).

Novice: Full-time and part-time entry level, no experience: \$10.50/hour, depending on qualifications and experience; Free coffee; We encourage sampling; Shift meal; 20% staff discount; BSK's probationary period is 3-6 months with review and pay increases and additional benefits including personal/sick time and IRA possible.

Experienced: Full-time and part-time with some job-related experience: \$12.50+ /hour, depending on experience; Free coffee; We encourage sampling; Shift meal; 20% staff discount; BSK's probationary period is 3-6 months with review and pay increases and, for full-time employees, personal/sick time and IRA are possible.

In addition to your hourly rate, you will receive a portion of the daily tips which are optionally contributed by the customers.

BSK is open Monday through Friday, 6:30am to 5 pm and on Saturday from 10:30 to 8 pm. A shift for the kitchen support/prep staff generally ranges from 4 to 10 hours. We need regular coverage throughout our business day and at least ½ hour before we open to help prepare for the day. After closing, the kitchen support member will help co-workers with the closing and cleaning and their day is done when it is complete.

About the Restaurant: Blue Sparrow Kitchen, Co. is a community-oriented café and sandwich shop located in the heart of downtown Norwich, Vermont. We strive to embody the symbol of the sparrow in the spirit of community, cooperation and teamwork. Our café is designed as a community space; Our business model is built around supporting the local food community, the local businesses community and our customer community; And for our employees, we cultivate a professional team atmosphere that encourages people to work together, support each other and reach their potential.

Our Culture:

Work hard/play hard: Focus on the life-work balance! Be happy!!

Approachable: We are like family, all equal and all valued!!

Casual: We keep things informal and comfortable!