



POP ROC COOK

SUMMARY

POP ROC provides casual dining with an emphasis on experience. We are a fun place where everyone can participate, learn, and experience pop culture of the past, present, and future in a safe and exciting atmosphere. We consider ourselves a variant in the world, a place that is rare, unique, and special. Our mission is to share joy through food, service and experiences. Our core focus is serving our community both inside and outside of the cafe.

A POP ROC Cook is passionate about pop culture and service while sharing our core values of fun, creativity, safety, and community. Their primary responsibility is to create and deliver menu items that are fun and creative. Their primary focus is quality control. Quality control is ensuring that the food tastes good, is presented well, and is delivered in a timely fashion. The Cook plans, prepares, and cooks food items to ensure the highest quality service and experience for our guests. They help keep the kitchen organized and running efficiently in addition to ensuring proper food handling, sanitation and following food storage procedures. The Cook works alongside the Back of House Lead to help manage the day to day operations of the kitchen, design and develop new menu items, oversee food preparation, ordering supplies, and monitoring inventory levels. They will also maintain a clean and well-stocked workspace and kitchen, and continuously expand their knowledge of food and beverage quality controls, preparation methods, and presentation.

The Cook is a self-starter, considers themselves creative in the kitchen, has a passion for learning and sharing, and thrives under pressure. They know how to delegate and take direction when needed. They are a team player and are intrinsically motivated to provide our guests an exceptional experience through food.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain proper hygiene, a positive disposition, and appropriate restaurant attire and appearance in accordance with NYS health and safety regulations.
- Developing and documenting unique recipes and cuisine appropriate menu items, including measuring, process and plating.
- Monitoring inventory levels and performing daily inventory assessments.
- Keep the counters and equipment clean by sanitizing surfaces, sweeping and mopping all floors, removing soiled dishes and glassware, scrubbing coolers and storage areas, and emptying trash and recycling receptacles.
- Driving sales and guest satisfaction to meet or exceed sales goals.
- Prepare a wide variety of goods including measuring, weighing and mixing ingredients by following recipes and/or instructions.
- Prepare takeout orders.
- Ensure ingredients and final products are fresh.
- Present, garnish and arrange final dishes the same way every time.
- Occasionally serve food when needed.

UPDATED MAY 08, 2023



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- Maintain a clean and safe work area, including handling utensils, equipment and dishes.
- Handle and store ingredients and food.
- Assist in training of new team members engaged in food preparation.
- Work with the Back of House Lead to price and change menu items.
- Store all food products in compliance with health and safety regulations.
- Check quality of material and condition of equipment and devices used for cooking.
- Ensure the kitchen is clean and organized in accordance with sanitation standards and food and health safety regulations.
- Identifying and introducing new culinary techniques.
- Preparing meals and completing prep support as needed.
- Identifying and targeting areas in which the company can improve operations.
- Working as part of a fun, high-energy team.
- Adhering to all food safety regulations and quality controls.
- Keep abreast of food trends, pop culture news, trends, comics, and collectibles.
- Participate in execution of in-house and/or catered events.
- Complete any additional training needed to abide by NYS laws and regulations or set forth by management.
- Availability to work around peak hours, including nights, early mornings, weekends, and holidays.
- Available to attend team meetings to keep feedback loop going and increase efficiency to build company sustainability.
- Adhere to core values and company policies at all times.
- Responsible for clocking in and out for your shift.

JOB TYPE

- Up to 30 hours per week *Subject to change according to business needs

COMPENSATION

- \$15/hour with the opportunity to earn bonuses

REPORT TO

- Back of House Lead
- General Manager

EDUCATION/EXPERIENCE

- High School diploma or equivalent.
- 2 years experience in the culinary, food and beverage, or related professional area or 2-year degree from an accredited university in Culinary Arts, Hotel and Restaurant Management, or related major.
- ServeSafe Food Handler certified or willing to get certified.
- Ability to handle a fast-paced and high pressure work environment.
- Knowledge of menu items with the ability to develop unique recipes.

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- Excellent guest service skills.
- Self-motivated with a high energy level.
- Current knowledge of trends in the food & beverage industry.
- Excellent time management, organization and attention to detail skills required.
- Solid references.

LANGUAGE ABILITY

- This position requires excellent listening skills, as well as written, verbal and group communication skills.

MATH ABILITY

- This position requires intermediate math skills. Understanding product value, profit margins, inventory management, measuring ingredients, and the ability to meet sales goals is required.

REASONING ABILITY

- This position requires problem-solving and decision making skills, and the ability to be flexible and adapt in any situation. Being able to work calmly under pressure is necessary.

COMPUTER SKILLS

- Must be proficient with the use of the internet.
- Must be proficient in Gmail, Google Calendar, Google Docs, Google Sheets, Google Slides, and other appropriate software.
- Previous experience using restaurant point of sale tools such as Square a plus.

PHYSICAL DEMANDS

- Ability to move, bend, and stand for extended periods.
- Ability to lift boxes up to 50 lbs and finding appropriate solutions to lifting 50+lbs when necessary.
- The use of hands and arms to reach for, grasp and manipulate objects is required.
- Finger dexterity may be required for washing and putting away dishes, preparation and presentation of food, and serving food.

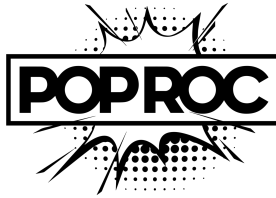
MISSION & FOCUS

- Our mission is to share joy through food, service and experiences. Our core focus is serving our community both inside and outside of the cafe.

VISION

- Become a leader in the food service industry as an advocate for our community.
- Work with and help shape the next generation of community leaders.
- Become nationally recognized as a popular culture destination.

CORE VALUES



POP ROC COOK

- **Creativity** - We foster an environment where we believe all things are possible.
- **Safety** - Be a safe environment where people feel welcome, comfortable, and included.
- **Community** - Build relationships within our community to make a positive difference.
- **Fun** - Create an experience that is desirable and enjoyable for everyone.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor, policy and company management.

It is the policy of POP ROC to provide equal employment opportunity (EEO) to all persons regardless of race, age, color, national origin, citizenship status, physical or mental disability, religion, creed, gender, pregnancy, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state or local law. In addition, POP ROC will provide reasonable accommodations for qualified individuals with disabilities.