CU HAWAII JOB DESCRIPTION

Job Title: Cook
Employment Type: Part-Time
FLSA Status: Non-exempt
Reports To: Sous Chef

Job Summary

The Cook prepares, cooks, and plates menu items and handles fish and ingredient prep at CU Hawaii's Fort Ruger location, a take-out restaurant serving bentos, musubis, poke, and poke bowls for breakfast, lunch, and dinner. Working under the direction of the Sous Chef, the Cook works across the line, prep, and fish-cutting stations, ensuring that ingredients, especially raw fish for poke, are cut, portioned, and stored to the highest standards of freshness and food safety, and that food is prepared quickly, consistently, and to recipe standards for all take-out orders. This is a part-time position with a regular work schedule of less than 20 hours per week.

Key Responsibilities

Cooking & Line Service

- Prepare and cook menu items (bentos, musubis, poke, and poke bowls) to recipe, portion, and presentation standards.
- Cook and plate orders accurately and efficiently during breakfast, lunch, and dinner service, 6:00 AM–8:00 PM.
- Support the 10:00 AM–8:00 PM take-out counter, ensuring orders are prepared promptly and packaged correctly.
- Monitor food quality and freshness throughout service; notify the Sous Chef of any shortages or quality issues.

Fish Handling & Cutting

- Receive, inspect, and verify the quality and freshness of incoming fish deliveries.
- Break down, cut, and portion fish for poke and other menu items to recipe and yield standards.
- Handle raw fish safely, following proper temperature control, cross-contamination prevention, and labeling procedures.
- Store and rotate fish and seafood using FIFO practices to maintain freshness.

Food Preparation

- Prepare and portion vegetables, rice, proteins, and other ingredients for bentos, musubis, poke bowls, and other menu items.
- Follow prep lists and par levels; set up and stock assigned stations with required ingredients and supplies before each shift.
- Label, date, store, and rotate prepped items and other ingredients according to food safety standards and FIFO practices.

Food Safety & Cleanliness

- Follow all food safety and sanitation procedures, including proper handling, storage, and labeling of raw and prepped ingredients.
- Maintain a clean, organized, and sanitized station, prep area, and cutting station throughout the shift; perform regular wipe-downs and sanitizing.
- Properly clean and maintain knives, cutting boards, and other prep equipment.
- Participate in opening, mid-shift, and closing cleaning duties per kitchen checklists.

Teamwork & Communication

- Communicate clearly with other kitchen staff and front-of-house team to ensure smooth, accurate order flow.
- Rotate between line, prep, and fish-cutting stations as assigned, and assist teammates as needed to keep the kitchen running efficiently.
- Follow directions from the Sous Chef and escalate issues as needed.

Qualifications

- 1+ year of line cook, prep cook, or kitchen experience preferred; experience breaking down and portioning raw fish for poke or sushi strongly preferred; experience with Hawaii regional, Japanese, or Pacific Rim cuisine (poke, musubi, bento) a plus.
- Proficient knife skills, including proper fish-cutting technique, yield, and presentation, and familiarity with standard kitchen equipment.
- Knowledge of safe fish handling, storage, and temperature control practices.
- Current Hawaii Food Handler Certification (or ability to obtain before first shift).
- Strong attention to detail and ability to follow recipes and portioning standards consistently.
- Ability to work efficiently and accurately in a fast-paced kitchen environment.
- Able to stand and walk for extended periods, up to a full shift, and lift up to 50 lbs.
- Able to work near heat sources, sharp knives/cutting equipment, and walk-in coolers/freezers.
- Flexible scheduling and open availability, including early mornings, evenings, weekends, and holidays.

Supervisory Responsibilities

This job has no supervisory responsibilities.