

PAPER MILL PLAYHOUSE

FM KIRBY CARRIAGE HOUSE RESTAURANT at PAPER MILL PLAYHOUSE

Job Title: Prep Cook

Status: Part-Time | Non-Exempt

Location: On-Site – Paper Mill Playhouse (Millburn, NJ)

Reports to: Restaurant and Concessions Management Team

About the Carriage House Restaurant

Paper Mill Playhouse is currently undergoing a \$48 million, campus-wide renovation project that includes an \$8.5 million renovation and expansion of the F.M. Kirby Carriage House Restaurant - scheduled to open in March as a multi-concept, full-service dining and event venue – as well as multiple theater concessions stands.

The Carriage House Restaurant will feature four distinct areas: a main dining room and bar, a smaller dining room/coffee bar, a cocktail lounge, and a flexible event space for up to 100 guests. The restaurant will serve both theatergoers and standalone diners, with expanded opportunities for special events, private functions, catering, and creative programming in collaboration with other departments.

Position Overview

Paper Mill Playhouse is seeking a dependable and detail-oriented Prep Cook to support our culinary team. This role is ideal for an organized, motivated individual with a strong work ethic who understands the importance of preparation, consistency, and teamwork in a fast-paced kitchen environment.

This is an excellent opportunity to join a prestigious restaurant/theater organization and contribute to a high-quality culinary operation behind the scenes.

Key Responsibilities

- Perform daily prep tasks including chopping, slicing, portioning, and labeling.
- Prepare stocks, sauces, dressings, and components as directed.
- Maintain organized and properly labeled mise en place.
- Assist line cooks and chefs with service support as needed.
- Follow all food safety, sanitation, and cleanliness standards.
- Maintain cleanliness of prep areas, walk-ins, and storage spaces.
- Communicate effectively with kitchen leadership and team members.

Pathway to Line Cook

Prep Cooks who demonstrate strong performance, consistency, and initiative may be considered for advancement. Growth opportunities include:

- Cross training on hot and cold line stations during service.
- Increased responsibility with production and station support.
- Gain exposure to service execution, timing, and plating standards.

- Promotion to Line Cook roles based on business needs, performance, and readiness.
- This role is designed for individuals who are eager to learn, improve their craft, and grow within a professional kitchen environment.

Qualifications and Experience

- Previous prep cook experience preferred but not required.
- Ability to work efficiently in a fast-paced environment.
- Strong organizational and time-management skills.
- Strong work ethic and attention to cleanliness.
- Dependable, punctual, and team-oriented.
- Coachable with a strong desire to learn and advance.
- Commitment to equity, diversity, and inclusion, with the ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.

Schedule Requirements

- This is a part-time position with hours scheduled based on business needs. Schedules may vary throughout the year in response to performance schedules, seasonal activity and special events, and may include days, evenings, weekends, holidays, and performance-related hours.

Compensation

\$20.00-22.00 per hour

Apply

Paper Mill Playhouse is committed to hiring individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

To apply, please submit a resume outlining your relevant experience to Recruiting@PaperMill.org with subject line: **Prep Cook**. No phone calls, please.

About Paper Mill Playhouse

Founded in 1934 and recipient of the **2016 Regional Theatre Tony Award**, Paper Mill Playhouse is an internationally recognized leader in American musical theater and a cornerstone of arts education and access across New Jersey. Each year, Paper Mill produces groundbreaking new works and acclaimed revivals to over 200,000 audience members, while its award-winning education programs reach more than 40,000 students, educators, and families through in-school partnerships, and access initiatives that nurture creativity, build confidence, and cultivate the next generation of theater lovers. The campus also includes the F.M. Kirby Carriage House restaurant and other facilities that support vibrant programming and community engagement across a range of performance and hospitality experiences.

Our Mission

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.

Paper Mill Playhouse is an **Equal Opportunity Employer** where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to and benefit everyone. *Paper Mill Playhouse* is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender equity, gender expression, and veteran status.