



Prep Cook

For more than 131 years and four generations, J.C. Newman Cigar Co. has handcrafted the world's finest cigars in the heart of Tampa's historic Ybor City. Our factory, El Reloj, is the last operating hand-rolled cigar factory in the United States—a living landmark where more than 25,000 guests from around the world visit each year to experience Tampa's cigar heritage.

In late 2026, we will open three new hospitality experiences inside a beautifully restored 1910 building across the street from El Reloj: **Elaine's**, a classic American restaurant with continental and local influences serving breakfast, lunch, and dinner; **Stanford's Cigar Club**, a premium cigar lounge built around an exclusive barrel-aged spirits and reserve red wine program; and **The Inn at El Reloj**, eleven beautifully appointed guest rooms upstairs from Elaine's. Together with our private events programming on both sides of the street, they form the El Reloj District, a hospitality destination unlike anything else in Tampa.

We are seeking a dependable and detail-oriented Prep Cook to support daily kitchen production and maintain high standards of food quality and organization. This role is ideal for someone who enjoys preparing fresh, wholesome foods in a structured and team-focused environment.

Why You Will Love This Role

- Be part of a growing hospitality program in a historic Tampa landmark
- Work in a kitchen environment focused on quality and fresh ingredients
- Join a supportive team that values structure and consistency
- Play an important role in delivering thoughtfully prepared food offerings

Who You Are

You are organized, dependable, and take pride in preparing fresh food with care and consistency. You work efficiently while maintaining attention to detail and understanding the importance of cleanliness and structure in a kitchen environment.

You likely bring:

- Strong home cooking experience or light professional kitchen experience
- Solid knife skills and comfort with basic prep techniques
- Ability to work independently while following directions
- A calm, team-oriented mindset
- Commitment to food safety and quality standards
- Food Handler Card preferred



What You Will Do

As a Prep Cook, your top priority is preparing small-batch items while maintaining consistency, cleanliness, and food safety standards. You play an important role in supporting kitchen efficiency and product quality.

You will be:

- Preparing daily small-batch items for the restaurant and club operations
- Following standardized recipes and production lists
- Maintaining high standards of food quality, consistency, and presentation
- Practicing safe food handling, labeling, dating, and proper storage procedures
- Keeping prep areas clean, organized, and efficient
- Assisting with light prep for catering and special market features as needed
- Communicating clearly with kitchen leadership regarding production levels and inventory needs
- Completing additional kitchen support tasks as assigned

Physical Requirements & Work Environment

- Ability to stand for extended periods
- Ability to lift, push, pull, and carry up to 40 pounds
- Ability to bend, reach, and perform repetitive prep tasks
- Fast-paced kitchen environment with exposure to heat and moderate noise levels
- Schedule flexibility based on business needs

Benefits That Support You

We offer a competitive benefits package including medical, vision, and dental coverage, a 401(k) savings plan with company match, company-paid life and short-term disability insurance, company-sponsored long-term disability, paid time off, and more.

Ready to Join Us?

If you're passionate about hospitality, take pride in creating exceptional guest experiences, and are excited to be part of a growing team, we'd love to hear from you. Please submit your resume and a brief note sharing your experience and why you're interested in joining the J.C. Newman team to hr@jcnewman.com or apply online at www.jcnewman.com/careers.

J.C. Newman Hospitality Co. is proud to be an Equal Opportunity Employer. We are a drug-free workplace and conduct pre-employment drug screening.