

Position Description

Cook

Department Head: Kitchen Manager

POSITION SUMMARY: Under the direction of the Kitchen Manager, the primary purpose of the cook position is to provide tasty, attractive and nutritious meals to the residents, staff, catering events and guests by using recipes and production records.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Major Activity: *Cooking***
 - Prepares breakfast, lunch and dinner items using standard recipes, production sheets and production counts
 - Substitutes menu items for residents in dining room serving line only after being pre-approved by supervisor.
 - Assists Kitchen manager in organizing menus and catering events.

- **Major Activity: *Health and Safety***
 - Takes and records temperatures of all hot and cold foods to be served on the serving line.
 - Covers, labels, dates and refrigerates all food prepared in advance of need. Tempers food taken from freezer in refrigerator.
 - Ensures cost containment through correct production, portioning, and sanitary food handling.
 - Uses equipment safely, reporting equipment with problems promptly.
 - Operates, maintains, cleans and sanitizes all kitchen equipment as is necessary.
 - Follows Dominican Sisters of Peace established fire safety policies and participates in procedures.

Major Activity: Kitchen Management:

- Washes all pots and pans and cooking utensils as needed during the shift and at the end of each shift.
- Cleans and sweeps floor before and after shifts
- Ensures that oven is clean before and at the end of each shift
- Performs all production and clean up duties as assigned by supervisor.
- Strives continually to meet and anticipate resident needs and service.
- Maintains the confidentiality of resident information.
- Attends in-service meetings; shows measureable training effectiveness
- Performs other duties as directed.

REQUIRED MINIMUM QUALIFICATIONS

Education: High School diploma or GED equivalent required. Associates Degree in Culinary or hospital management preferred.

Experience: Two years as a Cook position or equivalent; Must have the ability to follow oral and written instructions.

Requirements: Proficient in reading, writing and speaking in English. Must function independently, have flexibility and personal integrity and the ability to work effectively with others. Exhibits consistent positive behavior towards residents, visitors, vendors and co-workers. Knows or will learn and use American and Metric measurements

KNOWLEDGE: Must have some technology, telephone etiquette, word-processing software and data entry (i.e. MICROSOFT OFFICE, EXCEL). Experience with GFS Menu planning and ordering preferred.

SKILLS: Must possess positive interpersonal skills to effectively communicate; possess problem solving skills; operate computer for word processing/data base entry, Internet and e-mail, and possess skills in other office equipment (e.g. copier, fax, scanner, printer).

ABILITY: Communicate effectively in both oral and written form with staff, sisters, and public; compose reports and correspondence, and edit documents with grammatical accuracy; maintain professional and pleasant demeanor, maintain confidentiality, prioritize assigned tasks, follow directions, work independently.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job.

- stands and walks intermittently throughout the work day, including sitting and bending;
- reaches, lifts, carries and manipulates various office materials, supplies and equipment;
- may be required to lift equipment, supplies;
- must be able to lift 30 pounds;
- must be able to sit at computer for longer intervals throughout the day;
- must be able to cope with stress of multi-tasking
- must be able to function independently
- must be in good general health
- work requires continuous activity and with frequent interruptions
- **must be COVID vaccinated**

SCOPE OF POSITION: Directly reports to the Kitchen Manager