

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Food Service

POSITION: Cook

GENERAL SUMMARY

The Cook ensures that the food and food service provided to Sisters and staff is appealing, prepared: on time, correctly, in appropriate quantities and in a safe/sanitary manner. This position will maintain and promote a high level of communication between production and cafeteria staff to obtain the highest level of meal acceptance from Sisters, staff and guests. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assure confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Prepares meals in accordance with planned menu.
- Prepares food requests and snack requests for catering activities.
- Ensures service of safe food through monitoring the use of Hazard Analysis and Critical Control Point (HACCP) principles by production, cafeteria, dish room and other staff members.
- Participates in periodic inventories of food and supplies.
- Maintains production records.
- Assists in planning menus; suggest menu changes.
- Assists in reviewing the Sisters' nutrition needs.
- Uses effective time management skills to have meals ready in a timely manner.
- Maintains clean and sanitary work areas and equipment at all times.
- Occasionally prepares bakery items as needed.

OTHER FUNCTIONS

- Other duties as assigned by Food Services Manager.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Centered Living Philosophy

- Must pass a background investigation, including a criminal history investigation.

QUALIFICATIONS

- Vocational training, one year experience in quantity cooking, or three years professional cooking experience, or any similar combination of education and experience.
- ServSafe certification and HACCP training required.

(Qualifications- continued)

- Knowledge and use of personal protective equipment (PPE).
- Good time management and organizational skills.
- Knowledge of seasonings of culinary diverse foods.
- Ability to perform work accurately and thoroughly with limited supervision.
- Ability to read, write and communicate effectively.
- Ability to be flexible and work safely.
- Ability to positively and productively interact in a work environment.
- Ability to understand and follow written and verbal instructions with minimal supervision.
- Ability to work effectively as a team member.
- Ability to work independently.

WORKING CONDITIONS

- Standing, walking, bending, stooping, lifting, stretching, pushing, carrying, climbing, kneeling, grabbing, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Objects frequently required to be lifted, and/or carried, range from 5-25 pounds daily and pushed, pulled, lifted, and/or carried up to 30-50 pounds occasionally.
- Work requires use of meat slicer, chopper, food mixer, oven, steamer, blender and scales on a daily basis, requiring the ability to slice, chop, mix, stir, pour and fry.
- Frequent exposure to cleaning and sanitizing chemicals, using PPE when necessary.
- Exposure to wide temperature/humidity range.
- Exposure to wet floors.
- Exposure to machinery/motor noise and associated fumes on a daily basis.
- Varied schedule to include days, evenings, weekends, some holidays and as needed.

ACCOUNTABILITY: Reports to Food Services Manager

POSITION LEVEL: N-5

FLSA: Non-Exempt

DATE UPDATED: March 2017

June 2018

April 2021

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Manager: _____ Date: _____

Director or: _____ Date: _____

Corporate Treasurer