

Let Your Life Shine ✨
**NORMANDIE
RIDGE**

ALBRIGHT CARE-SERVICES

POSITION

JANUARY 10, 2017

TITLE: Café Cook **DEPARTMENT:** Dietary

SUPERVISOR: Food Service Manager

LOCATION: Normandie Ridge

BRIEF DESCRIPTION: Accurately prepares, holds, and serves food to residents, family, visitors and staff while demonstrating excellent customer service skills. Ensures transactions are logged into the computer correctly and sales are recorded with no fiscal errors to the cash drawers.

PRIMARY RESPONSIBILITIES:

- Prepares high quality food using standardized recipes/procedures that are in compliance with food safety regulations. Maintains safety of foods by adhering to food safety standards and by accurately labeling and dating items.
- Properly stores, serves, holds and discards food according to HACCP procedures. Maintains sanitary conditions in all areas of the Café.
- Garnishes, merchandises, rotates and restocks food items on a daily basis.
- Posts daily menus and specials with appropriate corresponding prices in a timely manner.
- Demonstrates knowledge of menu items, prices/portion sizes. Knows the food items being served/can correctly answer customer questions upon request. Never guesses at prices; brings discrepancies to supervisor's attention immediately.
- Processes customer transactions in an accurate, timely and courteous manner while keeping the traffic flow moving quickly through the station.
- Interacts with customers and others in a courteous, helpful manner especially in times of increased activity or shifting priorities. Is flexible in performance of duties in order to meet customer needs.
- Performs all register operations including entering sales, printing meal plan transactions, credit card transactions and calculating weight scale prices with efficiency and accuracy.
- Uses mechanical equipment in accordance with safety rules and regulations. Recognizes safety as an important job responsibility. Follows all Albright safety protocols and policies/procedures
- Cleans and sanitizes utensils, equipment and tables according to regulatory standards. Consistently uses own initiative to keep work area and equipment clean and free of clutter.

QUALIFICATIONS:

- High school graduate or equivalent in training and experience and one year experience in related field.
- Ability to supervise, plan and organize own work.
- Ability to follow oral and written instructions. Ability to read, speak and write in English.
- Demonstrates a good knowledge of food service, sanitation and safety.
- Must be able to stand, bend, push, pull, reach, move and exert well-paced mobility for extended periods of time, and lift up to 50 pounds (meats, flour, pots, pans, cartons of canned goods) and push/pull up to 250 pounds.

PHYSICAL DEMANDS:

- Manual dexterity required to handle equipment and carry out procedures throughout the shift.
- Visual acuity in performance of duties.
- May be required to work evenings, weekends as needed.
- Stands 35%, Walks 65%.