

 *Let Your Life Shine...Brighter Together!*  
**RIVER WOODS**

an Albright Care Services Retirement Living Community

<b>POSITION</b> 11-64(17)
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**APRIL 7, 2017**

**TITLE:** Cook **DEPARTMENT:** Dietary  
**SUPERVISOR:** Food Service Director **SHIFT:** Varies between 9:30am – 7:30pm  
Full time 36 hours/week  
**LOCATION:** RidgeCrest Court & Commons Every other holiday/weekend

**BRIEF DESCRIPTION:** Responsible for assisting head cook/chef in meal preparation.

**PRIMARY RESPONSIBILITIES:**

- Prepares and serves food for meals for regular and therapeutic diets, according to production sheet, in a hygienic manner following food safety and sanitation regulations.
- Cleans and sanitizes utensils, equipment and tables.
- Uses mechanical equipment according to safety rules and regulations.
- Properly stores, dates and labels food according to regulations.
- Records food and refrigerator temperatures.
- Assumes the position of the head cook in his/her absence.
- Responds to all customer requests and calls immediately.
- Prepares food according to proper diet consistency and tastes food prior to service to assure quality product.
- Follows all standardized recipes; maintains organized recipe file in book.
- Completes daily sanitation checklist and checks out with chef manager before punching out.

**QUALIFICATIONS:**

- High school graduate or equivalent in training and experience.
- Must possess one year of experience in related field.
- Ability to supervise, plan and organize.
- Ability to read and write English.
- Ability to follow oral and written instructions.
- Ability to lift and carry 50 lbs. (meats, flour, cartons of canned goods).
- Demonstrates genuine concern for those in need.
- Demonstrates good knowledge of sanitation and safety.
- Must be able to pass a physical examination within State and Federal guidelines.

**PHYSICAL DEMANDS:**

- Manual dexterity to handle equipment and utensils. Reaches, handles, fingers and feels in performance
- Visual acuity in performance of duties.
- Communicates with others to coordinate job tasks.
- Stands 35%, walks 65%