

NORMANDIE RIDGE

an Albright Care Services Retirement Living Community

POSITION
51-57(17)

APRIL 19, 2017

TITLE: Cook

DEPARTMENT: Dietary

SUPERVISOR: Food Service Manager

SHIFT: 11:00am – 7:00pm

Full time 40 hours/week

LOCATION: Normandie Ridge

Weekends/holidays as needed

BRIEF DESCRIPTION: Responsible for preparing foods for all meals and supervising staff.

PRIMARY RESPONSIBILITIES:

- Prepares and serves food for regular and therapeutic diets in a hygienic manner for the evening meal according to food safety and sanitation regulations.
- Takes and records food and refrigeration temperatures.
- Properly stores, dates and labels all food in a sanitary manner according to regulations.
- Uses mechanical equipment according to safety rules and regulations.
- Cleans and sanitizes utensils, equipment, tables, and floors.
- Responds to all customer request and call ups immediately.
- Communicates with PM line staff, prior to trayline, special items needed and location of items needed
- Completes trayline accurately and in a timely manner.
- Prepares food according to diet consistency and tastes food prior to service to assure quality product.
- Completes daily cleaning list and checks out with cook/supervisor before punching out.
- Maintains a courteous, professional relationship with all other organization staff.
- Recognizes confidential matters and does not divulge confidential information or material to anyone not authorized to receive such information.

QUALIFICATIONS:

- High school graduate or equivalent in training and experience, and one year experience in related field.
- Ability to supervise, plan and organize.
- Ability to read and write English and to follow oral and written instructions.
- Demonstrates genuine concern for the needs of the elderly.
- Demonstrates good knowledge of sanitation and safety.
- Must be able to pass a physical examination within State and Federal guidelines.

PHYSICAL DEMANDS:

- Stands 50% and walks 50%.
- Ability to lift and carry 50 lbs. (meats, flour, cartons of canned goods).
- Reaches, handles, fingers and feels in performance of duties.
- Visual acuity in performance of duties.
- Manual dexterity to handle equipment and utensils.