

# NORMANDIE RIDGE

an Albright Care Services Retirement Living Community

**POSITION**  
51-74(17)

**MAY 19, 2017**

**TITLE:** Cook

**DEPARTMENT:** Dietary

**SUPERVISOR:** Food Service Manager

**SHIFT:** 11:00am – 7:30pm

Part time 20 hours/week

**LOCATION:** Normandie Ridge

Weekends/holidays as needed

**BRIEF DESCRIPTION:** Responsible for the performance of a variety of duties in preparing for the serving of meals. Assists cook with the preparation and cooking of food.

## **PRIMARY RESPONSIBILITIES:**

- Supervises Food Service Assistants in absence of Food Service Supervisor and Head Cook.
- Prepares and serves food for regular and therapeutic diets in a hygienic manner according to food safety and sanitation regulations.
- Uses mechanical equipment according to safety rules and regulations.
- Cleans and sanitizes utensils equipment and tables.
- Labels, dates and stores food in a safe and sanitary manner.
- Records temperatures.
- Follows procedures outlined in Job Procedure.
- Advises the Food Service Supervisor of any potential or actual problem which may jeopardize Albright Care Services.
- Maintains a courteous, professional relationship with all other organization staff.

## **QUALIFICATIONS:**

- High school graduate or equivalent in training and experience.
- Demonstrated ability to count money and make change.
- Demonstrated ability to read and write English.
- Ability to follow oral and written instructions.
- Demonstrates genuine concern for the needs of the elderly.
- Ability to interact well with all types of people.
- Ability to supervise, plan and organize.
- Demonstrates good knowledge of sanitation and safety.
- Must be able to pass a physical examination within State and Federal guidelines.

## **PHYSICAL DEMANDS:**

- Stands 25% and walks 75%.
- Ability to lift and carry 50 lbs. (meats, flour, cartons of supplies).
- Visual acuity required in performance of duties.
- Manual dexterity to handle equipment and utensils.