

JOB DESCRIPTION

TITLE: Cook

DEPARTMENT: Food Services

REPORTS TO: Director of Food Services

SUPERVISES: Not Applicable

DUTIES AND RESPONSIBILITIES:

- Prepares foods for all meals, banquets, refreshments, snacks, beverages and sack lunches for residents/patients, staff members and social events, meetings, etc., assuring that the highest standards of quality and sanitation are followed. This involves chopping or dicing vegetables and fruit, pureeing and grinding foods, grating cheese, slicing meats and deli items, trimming meats, defrosting, rinsing and draining frozen foods; preparing food by various methods such as baking, broiling, steaming, etc. Makes soups, salads, desserts, main courses per approved recipes, instructions, menus and restrictions (such as handling, temperature control, portion control).
- Prepares individual trays; arranges food attractively, places name tags/cards and utensils /napkins on trays.
- Disassembles, cleans and sanitizes steam line, stove and counter tops per approved guidelines. Freezes or refrigerates food and leftovers properly in appropriately labeled containers.

Other duties as assigned which may include, but are not limited to:

- Fills in for absent waitstaff or dishstaff as needed
 - Picks up supplies, as needed, on-site and maintains supply list
 - Mops floor area as needed
 - Assists with special events for residents/staff
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ENVIRONMENTAL/PHYSICAL/MENTAL REQUIREMENTS:

Cooks perform the majority of their duties in direct contact with the food service team. This requires these individuals to possess the ability to be on their feet much of the time, move freely about the kitchen and dining facilities, and lifting and carrying for a short distance up to 50 pounds. They must be able to read and comprehend preparation and usage instructions and follow these accurately. Cooks must be able to verbally communicate with clarity, while understanding

and explaining information that may be unfamiliar to those on their team. The use of kitchen equipment, cutlery and stoves requires excellent eye/hand coordination, ability to operate equipment and the ability to handle multiple priorities at the same time, while meeting food preparation deadlines.

QUALIFICATIONS:

EXPERIENCE: 1+ years food preparation experience in an industrial or restaurant food service capacity

SKILLS: Demonstrated talent for high quality food preparation while interacting with a wide variety of people, particularly the elderly and their family members; ability to effectively organize and coordinate multiple priorities; ability to work well under deadline pressures; ability to problem solve, under pressure

EDUCATION: High School diploma

LICENSES/CERTIFICATIONS: State of Washington Food & Beverage Service Worker's Permit.

EMPLOYEE STATUS DESIGNATION

Non-exempt; regular; part-time; hourly