

LYNN HOUSE OF POTOMAC VALLEY, INC.
JOB DESCRIPTION

Title: COOK

Organizational Relationships: Reports to Food Services Manager

Summary: Works all shifts as assigned. Is designated lead in absence of Food Services Manager or Assistant Manager. At all times ensures that meals are prepared and served in a timely and attractive manner.

Salary: Hourly

Schedule: All employees are expected to work weekends as needed and work cooking shifts as assigned to maintain the kitchen in a such a way that meets the needs of Lynn House.

Responsibilities And Duties:

- Responsible for preparation and production using proper cooking techniques to serve flavorful, appealing, nutritious meals consistently, based on Prep Sheet counts;
- Maintain a safe working environment using proper food handling best practices, following food safety guidelines to avoid cross-contamination, and appropriate personal hygiene and grooming
- Must possess the ability physically handle and use various commercial Kitchen equipment and utensils adhering to safety standards
- Demonstrated knowledge and practice are priority for daily inspecting of tray-line setup, entire Kitchen cleanup, menu familiarity, pulls, preparation and production, chemical usage, equipment maintenance, and general Kitchen cleanliness, conforming to established standards, minimizing short-cuts
- Knowledge of inventory accounting, par stocks, and ensuring proper food and supplies storage, and checking in and putting away orders
- Know and adhere to proper cooking time and temperatures of food items, as well as storage temperatures, with thermometer usage and calibration of, including documenting temperature logs on a daily basis
- Weigh, measure and mix ingredients using appropriate utensils and equipment to produce top quality recipes, with the ability to reduce and extend recipes
- Cooking from scratch, following recipes, tasting, observing portion control, displaying food creatively, using garnishes, minimizing waste,
- Washing all food items as necessary readying it for consumption
- Participates in cross-training, works all Kitchen positions to include, cook, cart delivery, dishwasher, sweeping, mopping, mat placement, deck scrubbing, stocking Employee Dining Room, maintaining full, clean, salt and pepper shakers for trays and walk-in and freezer cleaning ad order, and cart cleaning
- Attends and participates in meeting, in-services and trainings
- Follow local, state and federal health regulations with familiarity of current FDA Food Code
- Ability to perform basic catering skills to include decorative setups and displays; including table setup and service of a dining area

- Timely completion to a satisfactory level of special cleaning projects
- All other duties as requested by the Manager

Qualifications:

- Must have local food handling manager's license
- Experience in working an institutional setting such as a retirement or nursing homes
- At least 5 years of cooking experience with culinary training preferred
- Ability to work a flexible schedule to include weekends and holidays
- Solid knowledge of food services, hospitality, culinary, food safety and sanitation, and catering procedures
- Ability to stand, walk and bend for long period of time
- Ability to lift up 40 pounds
- Must be a team player and the ability to work independently
- Must deliver exceptional customer service skills in a professional manner representing the facility
- Must be able pass background checks and subject to drug testing
- Good math skills
- An understanding of working with an older population
- Dependable and able to work with minimal supervision

DESIRED

- College or professional training preferred, with an emphasis on culinary arts management
- Valid driver's license and automobile insurance.
- Non-smoker, or if you smoke, an understanding that no smoking is permitted within the Lynn House building, and that you would need to smoke in designated area on grounds.
- Understanding of Christian Science nursing ethics, and a willingness to abide by the standards maintained at our facility.

Received by: _____ Date: _____