

**LYNN HOUSE OF POTOMAC VALLEY, INC.**  
**JOB DESCRIPTION**

**Title:** COOK

**Organizational Relationships:** Reports to Food Services Supervisor

**Summary:** Works all shifts as assigned. Is designated lead in absence of Food Services Supervisor or other senior staff. 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 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
- Maintains 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 to 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
- Knows and adheres to proper cooking time and temperatures of food items, as well as storage temperatures, with thermometer usage and calibration, including documenting temperature logs on a daily basis
- Weighs, measures and mixes ingredients using appropriate utensils and equipment to produce top quality recipes, with the ability to reduce and extend recipes
- Ability to cook from scratch, following recipes, tasting, observing portion control, displaying food creatively, using garnishes, and minimizing waste
- Washes 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 meetings, in-services and trainings
- Follows local, state and federal health regulations with familiarity of current FDA Food Codes
- 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 Supervisor

**Qualifications:**

- Must be certified in Food Safety Management and hold a current Northern Virginia Certified Food Manager card, or must be willing to be certified
- Experience working in an institutional setting, such as a retirement or nursing home
- At least 2 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 periods 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 pass Virginia Criminal background check and random Health Department drug testing
- 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 smoking is permitted only in designated area on grounds
- Understanding of Christian Science nursing ethics, and a willingness to abide by the standards maintained at our facility