



GRACE
MANAGEMENT,
INC.

JOB DESCRIPTION ***Grace Management, Inc.***

Position: Cook
Reports to: Food Service Director or Chef Manager

Summary of Duties

To provide wholesome, nutritious, and attractive food that is served at the appropriate temperature. Position reports to the Dining Services Director.

Essential functions

- Prepare and serve all food items using high quality ingredients and appropriate garnishes
- Use recipes and correct portion sizes to provide a consistent product while controlling costs
- Monitor food temperatures during storage, preparation, cooking, and serving
- Label, date and properly store all foods
- Monitor and record temperatures of all kitchen refrigerators and freezers daily
- Control overproduction and waste of all food items
- Comply with all State and local rules and regulations for a clean, safe, and sanitary kitchen
- Responsible for washing and sanitizing food service equipment
- Responsible for general cleaning of cook's area, freezers, refrigerators and storage areas
- Follow established safety procedures while operating kitchen equipment
- Responsible for storage of items received from vendors
- Check inventory of needed supplies daily to ensure proper stock levels for the preparation of menu items
- Mop and clean kitchen as needed
- Removes garbage to dumpster as needed
- Reports equipment and safety issues to the Food Service Director
- Work as a team member to maintain a pleasant, effective work environment
- Perform other duties as assigned

Non Essential Functions

- Supports and participates in the resident centered activity programs
- Participates in projects or committees as assigned.
- Assists in variety of tasks involving residents as assigned.

Required Knowledge, Skills, Abilities and Experience

- High school graduate preferred or equivalent
- Able to read and write English



GRACE
MANAGEMENT,
INC.

- Two years cooking experience preferably within the healthcare or hospitality field
- Ability to lift up to 40 pounds
- Successful criminal background check and drug screening

Statement of Understanding

I have read and understand the position description and essential functions provided to me for the above position. By my signature, I confirm that I:

(Please check one of the following.)

_____ Can perform all of the essential functions of the position.

_____ Cannot perform all of the essential functions of the position.

I also understand this is not a job offer nor is it intended to be any guarantee of future employment opportunities. This does not construe a contract and I understand that any employment offers are on an at-will basis and does not guarantee employment for any specified time period.

Supervisor Signature:		Date:	
Executive Director:		Date:	
Associate Signature:		Date:	

TO BE RETAINED IN ASSOCIATE'S PERSONNEL FILE - COPY TO ASSOCIATE