

**Community:** Dignity Senior Living at Oceanside Hawaii

**Job Title:** Cook

**Department:** Food Services

**FLSA Status:** Full-time or Part-time, Hourly / Non-Exempt

**Reports To:** Dining Services Supervisor

**Purpose:** To prepare meals as directed, utilizing appropriate food handling and preparation techniques and safe and sanitary practices

**Minimum Eligibility Requirements:**

- High school diploma or equivalent preferred
- Minimum of 1-2 years applicable food service experience preferred
- Previous experience in both restaurant and senior living settings preferred
- Must have a strong commitment to customer service and desire to exceed customer expectations
- Must be able to read, comprehend, write and speak English to interpret menus and recipes and to communicate effectively with residents, families, other staff members and vendors
- Must meet all health-related and food handling requirements pertaining to local and state regulatory agencies
- Must be able to perform duties and responsibilities (Essential Job Functions) with or without reasonable accommodation.
- Is able to prepare and understand techniques required to cook all items on the menu as instructed
- Subject to pre-employment screening including drug and TB testing and criminal background check

**Essential Functions:**

*Food Preparation*

- Follows production sheets to produce only amounts and items directed
- Follows recipe as instructed and follows proper procedures to cook food to Signature Dining standards
- Ensures that meals are prepared within allotted Signature Dining standards, while maintaining freshness and appropriate temperatures
- Ensures that food is attractively presented as per Signature Dining standards
- Responsible for proper food storage including; covering, labeling and dating all items, and placing in appropriate location of food storage areas
- In the absence of the Dining Services Supervisor, may be called upon to oversee and direct other food service employees on assigned shift
- Enforces safe food handling technique at all times
- Completes meal production records in an accurate and timely manner

*Kitchen Cleaning*

- Responsible for cleaning and sanitizing all work areas and equipment before and after each use
- Ensures that all kitchen surfaces including floors, counters, sinks, cabinets, and walk-in freezer and refrigerator remain clean and sanitary during assigned shift
- Completes deep cleaning procedures according to deep cleaning schedule and as assigned by Executive Chef

*Other*

- Attends all required staff meetings and in-service training sessions
- Upholds Residents' Rights as defined by state regulations and by Dignity Senior Living's policy, at all times
- Supports and upholds all other Dignity Senior Living's policies, and the service philosophy