

Job Description: Cook/Food Service Worker

FLSA: Non-Exempt

General Summary:

The Cook/Food Service Worker prepares meals for the residents and guests of The Canticle and maintains a clean work environment.

Principal Duties and Responsibilities:

1. Prepares breakfast, lunch, and dinner meals for residents. Follows standardized procedures and recipes as necessary.
2. Prepares lists of food and other supplies needed.
3. Cleans work area, including appliances, and assigned areas after each meal.
4. Provides supervision to other employees as required.
5. Prepares and/or supervises preparation of baked goods, salads, and other cold foods.
6. Assists with special events such as retreats, receptions, etc.
7. Assists in putting food on the serving table.
8. Assists residents with food trays as needed.
9. Washes utensils and dishes; operates dishwasher.
10. Performs other related functions as assigned.

Knowledge, Skills, and Abilities Required:

1. Previous cooking experience preferred.
2. Ability to plan, change, and execute plans as needed.
3. Ability to determine portions and size of servings.
4. Ability to modify recipes to fit the number of residents.
5. Ability to give, receive, and follow directions.
6. Ability to work alone and/or with others.
7. Ability to see what is needed and a willingness to do it.
8. Ability to be flexible.
9. Ability to use standard appliances and equipment.
10. Must be attentive to details.
11. Constant walking and standing are required. Frequent bending, kneeling, and squatting are also required.
12. Ability to stand for up to eight hours a day.
13. Ability to make independent decisions when circumstances warrant such actions.

14. Ability to cope with the mental and emotional stress of the position.
15. Must be able to approach people in a manner which creates harmony, promotes cooperation, and encourages feeling of acceptance and self-worth. Ability to deal with residents and staff by using the skills of active nonviolence.
16. Ability to make assessment of food and equipment based on smell.
17. Ability to read small print in directions and on labels and thermometers.
18. Ability to remember multiple verbal and written instructions given at beginning of period extending over long periods of time.
19. Good hand/eye coordination in use of appliances.
20. Ability to lift, push, pull objects weighing up to 50 pounds.

Working Conditions:

Works flexible hours including regular weekend rotation.

At times, the kitchen can be noisy and extremes in temperature can be experienced (going from freezer, using ovens).

Use of sharp instruments and various appliances.

Exposed to laundry/dish washing detergent and chemicals.

Accountability:

The Cook/Food Service Worker is directly accountable to the Kitchen Manager/Head Cook.

Signatures:

The above statements are intended to describe the general nature and level of work required for this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Employee: _____
printed name *signature*

Date: _____

Supervisor: _____
printed name *signature*

Date: _____