

Buena Vida Estates
Job Description



Job title: Cook

Department: Dietary / Dining

Reports to: Dietary Director

Job Summary:

The Cook help prepare food for our residents. Helps devise new methods of cooking and new menu items. Streamlines work from back of house to front of house.

Essential Duties and Responsibilities:

- Set up workstations with all needed ingredients and cooking equipment.
- Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.)
- Ensure great presentation by dressing dishes before they are served.
- Keep a sanitized and orderly environment in the kitchen.
- Consult with management staff to plan menus, taking into consideration factors such as costs, special events, and resident's special needs.
- Assist in order and maintain inventory of food and supplies.
- Ensure all food and other items are stored properly.
- Experience in using cutting tools, cookware and bakeware.
- Make sure all equipment is in good working order, report broken equipment immediately to manager for repair.
- Be able to work all holidays and scheduled parties after normal hours of operation.
- Report to work on time and in proper uniform with name tag.
- Must complete all assigned Relias training on a timely manner.
- Perform other duties as assigned by Director.

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with everyone
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within supervision.
- Must be able to work in a team environment.
- High school diploma or GED required

Physical Requirements:

- Cook food in various utensils or grillers.
- The physical ability to stand and or walk continuously.
- The physical ability to climb, balance, bend/stoop, and kneel continuously.
- Must be able to lift and carry up heavy trays up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Print Employee Name:

Employee signature:

Date:

Revised 12/2018