Job Title: Cook
Location: Brigham House Assisted Living – Watertown, MA 02472
Hours: Full Time

Job Summary:
Daily shift operations of the kitchen to include meal preparation, cooking, purchasing, cost control, sanitation, and safety. Ensure that all meals are prepared and presented according to Hallkeen Assisted Living standards.

Duties and Responsibilities:
The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Provide a high level of customer service and promote a restaurant style dining atmosphere.
- Work closely with the food service director to keep residents satisfied with food and dining programs.
- Ensure that all food is received, stored, and prepared according to company standards.
- Maintain kitchen and food storage and preparation areas in a clean, safe, and sanitary condition at all times.
- Responsible for the overall food quality and presentation of meals according to established recipes and approved menus.
- In the absence of the food service director, oversee daily operations of the kitchen helping to maintain high standards for food preparation and service.
- Assist food service director in menu planning and development, based on resident likes and dislikes.
- Train staff to adhere to standard food safety practices.
- Assist with planning, preparation, and execution of special events, banquets, and theme meals.
- When applicable, acquaint new residents with menus, seating, and dining options and hours.
- Document temperatures of food prior to service, refrigeration and freezer temperatures.
- Assist with the transportation and storage of food and supplies.
- Assist with keeping kitchen floors clean (sweep and mop) and trash emptied.
- Attend in-service trainings as required, and assist food service director with in-service trainings for staff.
- May perform other duties as assigned.

Minimum Qualifications:

- High school diploma or general education degree (GED)
- Culinary training preferred
- Minimum of 3-5 years' experience as a cook or chef in a hospitality or healthcare environment
- Serve Safe Certification
- Able to read and follow recipes and printed production guides, cleaning schedules, and logs
- Knowledge of food handling, preparation, cooking and service

Required Behavior:

- Able to build positive and strong relationships with employees, coworkers and residents
- Focused and dedicated to provide excellent customer service
- Able to handle multiple jobs and priorities
- Accept direction from superiors or other experienced staff
- Share job knowledge or resident information with others as needed
- Give and welcome feedback
- Operate and maintain kitchen equipment in a clean and sanitary manner

Physical Demands:

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

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