



**Job Title: Cook**

**Location: Corcoran House Assisted Living Clinton, MA 01510**

**Hours: Per Diem**

### **Job Summary**

Per Diem Cook. Responsible for the preparation and cooking of food in the community. Ensure that all meals are prepared and presented according to Community and HallKeen 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.
- Maintain kitchen and food storage and preparation areas in a clean, safe, and sanitary condition at all times, observing all local and state regulations.
- Responsible for the opening and/or closing of the kitchen.
- Adhere to cleaning schedules as assigned.
- Ensures that all food is received, stored, and prepared according to company standards, observing all applicable state and local regulations.
- Estimate daily or weekly needs of food and supplies and communicates needs to food service director.
- Participate in preparing and cooking meals according to established recipes and approved menus.
- Document temperatures of food prior to service, refrigeration and freezer temperatures.
- Keep kitchen floors clean (sweeps and mops) and trash emptied.
- Assist with the transportation and storage of food and supplies.
- Adhere to standard food safety practices.
- Report on-the-job injuries to a supervisor before the end of the day on the day an injury occurs.
- Assist with preparation and execution of special events, banquets, and theme meals.
- May perform other duties as assigned.
- ServSafe Certification

**To apply or refer a qualified applicant please send completed application and/or resume to Kelly Cronin at [kcronin@hallkeen.com](mailto:kcronin@hallkeen.com)**