



**Job Title: Cook**

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

**Hours: Part Time Nights/Weekends**

**Job Summary**

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 communicate 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 (sweep and mop) 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
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**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 up to 50lbs 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.

**To apply or refer a qualified applicant please send completed application and/or resume to Richard Paton at [Rpaton@HallKeen.com](mailto:Rpaton@HallKeen.com)**