



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