



**Job Title: Cook**

**Location: Forestview Manor Assisted Living 153 Parade Road, Meredith, NH 03253**

**Hours: Full Time Varied Shifts**

**6am to 2pm and 10:30am to 6:30pm with Every Other Weekend**

**Job Summary:**

Supervise daily operations of the kitchen including meal preparation, purchasing, cost control, sanitation, safety, and staff training. Responsible for the preparation and cooking of food in the community. Ensure that all meals are prepared and presented according to HallKeen Assisted Living Communities, LLC's standards and according to ServSafe requirements.

**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 provide an exceptional finished product for the community dining program.
- Coach, train, and develop kitchen staff as requested by the food service director.
- Create a strong sense of team work and cooperation among all staff.
- Ensure that all food is received, stored, and prepared according to company standards and ServSafe requirements.
- 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 oversees daily operations of the kitchen helping to maintain high standards for food preparation and service.
- Assist the Food Service Director with management of the budget for items such as linen, table setting supplies, uniforms, payroll, and special events.
- Assist Food Service Director in menu planning and development based on resident survey information and/or Resident Council.
- Adhere to and train staff and 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 (sweeps and mops) and trash emptied.
- Assist Food Service Director with in-services.
- 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 lead 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

**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 and to work on hands and knees 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.

**To apply or refer a qualified applicant please send completed application and/or resume to [leigh@forestviewmanor.com](mailto:leigh@forestviewmanor.com)**