



Job Title: Cook

Location: The Highlands on the East Side Providence, RI 02906

Hours: Part Time

Job Summary:

Responsible for the preparation and cooking of food in the community. Ensure that all meals are prepared and presented according to The Highlands on the East Side 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.
- 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.
- 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.
- Assist with preparation and execution of special events, banquets, and theme meals.
- May perform other duties as assigned.

Minimum Qualifications:

- High School Diploma or general education degree (GED)
- Minimum of 1-3 years experience as a cook in a hospitality or healthcare environment.
- Serve Safe Certification
- Able to read and follow recipes and printed production guides, cleaning schedules, and logs.

Required Behavior:

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

If you are interested in applying for the position please e-mail resume to Pamela Tetreault at PTetreault@hallkeen.com