



**Job Title: Assistant Food Service Director**

**Location: Prospect House Revere, MA 02151**

**Hours: Full Time**

**Job Description:**

Reports to: Food Service Director

Responsible with assisting the Food Service Director in the daily running of the department. Ensures that all meals are prepared and presented according to Hallkeen's Standards

- 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 and enforce cleaning schedules with staff that Food Service Director creates
- 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 and order when necessary
- 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.
- Maintains records of payroll and attendance and sets the example by adhering to the schedule
- Fosters a climate of cooperation and respect among staff and sets high levels of standards for all in department
- Runs kitchen in absence of Food Service Director
- Inspects supplies, equipment, and work areas for cleanliness and functionality and sets a good example to staff by working with them
- Keeps Resident Diet charts updated
- Responsible for Backfilling Short Cook Shifts
- 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.
- 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 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.

**If you are interested in applying or know someone to refer for the position please e-mail resume to Richard Paton at [rpaton@HallKeen.com](mailto:rpaton@HallKeen.com)**