



**Job Title: Cook**

**Location: Sunapee Cove Assisted Living and Memory Care 1250 Rt. 11 Sunapee NH 03782**

**Hours: Part Time**

**Job Description:**

Responsible for the preparation and cooking of food in the community. Ensure that all meals are prepared and presented according to HallKeen Communities 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.

**If you are interested in applying or know someone to refer for the position please e-mail resume to Donna Pavlin at [dpavlin@hallkeen.com](mailto:dpavlin@hallkeen.com)**