



**Job Title: Cook**

**Location: Susan Bailis Assisted Living – Boston, MA 02115**

**Hours: Full Time Cook: M-F 6a to 2pm, must work some weekends when needed and  
Full Time Evening Cook: 3p to 7p five days a week**

**Job Description:**

Susan Bailis Assisted Living is currently looking for a cook to work full shifts. Experience is preferred. Candidates that are eager to learn, detail oriented, like working in a fast pace environment, good judgement skills and like to work with the elderly population, are perfect for this position.

**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 kitchen production manager and dining room manager in the kitchen production manager's absence 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 on occasion 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 kitchen production manager when requested.
- Participate in preparing and cooking meals according to established recipes and approved menus.
- Putting Groceries away after deliveries is required from all cooks.
- 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 of experience as a cook in a hospitality or healthcare environment.
- Serve Safe Certification
- Able to read and follow recipes and printed production guides, cleaning Knowledge of food handling, preparation, cooking and service 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.

**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.

**If you are interested in applying or know someone to refer for the position please e-mail resume to [susanbailisjobs@hallkeen.com](mailto:susanbailisjobs@hallkeen.com) or to Julie Morin at [jmorin@HallKeen.com](mailto:jmorin@HallKeen.com)**