



**Job Title: Cook**

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

**Hours: Part Time 25 hours Monday-Friday 2pm-7pm**

**Job Description:**

Susan Bailis Assisted Living is currently looking for a part time cook. 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.
- 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 for long periods of time.

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