

IMMACULATE HEART RETREAT CENTER

JOB DESCRIPTION: LEAD COOK

REPORTS TO: EXECUTIVE ADMINISTRATOR

JOB TYPE: FULL TIME

SUMMARY: Under the supervision of the Executive Administrator, assists in preparation, seasoning, and cooking of meals. Prepare meals according to standardized recipes using various food items as determined by the day's menu needs. Must be able to work compatibly with co-workers, listen to, heed and follow directions; be willing to give service in all areas of the department. Must observe basic sanitation and safety rules and procedures as set by the Washington State Department of Health and Food Nutrition Services Department. In the absence of the Executive Administrator, take responsibility of supervising kitchen staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Consistently helps prepare, bake, roast, broil, grill and steam the day's menu according to established standards.

Consistently prepares, measures and mixes ingredients according to standardized recipes.

Able to trim, slice and portion all assorted foods for daily menus.

Always labels, dates, covers all food items.

Helps procure food stuff from walk-ins, freezers and other storage areas.

Produces a high quality product that is aesthetically pleasing and taste appealing.

Consistently demonstrates the ability to handle problems requiring immediate attention.

Demonstrates a cost-conscious attitude in the daily operation of food service; helps to reduce cost by minimizing waste and over-all production.

Promptly reports food shortages, out-dated food items, or any food time received in poor condition.

Consistently reviews all tally sheets to determine type and quantities of foods to be prepared.

Consistently maintains freezer, walk-in and work areas in a clean and organized manner.

Stocks and cleans cooler in dining room before leaving if working the evening shift.

Must be able to be work flexible hours (shifts).

Required to help other departments as needed.

Responsible for locking glass slider door and the brown exit door and closing two windows before leaving.

Cleans coffee and food counters.

Able to respond to change in workload; makes good use of low activity times: cleans, organizes, etc.

Keeps Executive Administrator informed of any problems or concerns that may arise.

Assists in checking and signing for deliveries assuring they are accurate and meets Food Service standards.

Accurately performs simple calculations of adjustment for standardized recipes.

Regularly inspects storage areas in the refrigerators, freezers, dish sanitation area, and dry storerooms to ensure that proper temperatures, rotation of stock are maintained.

Reports all accidents promptly.

Regularly inspects machinery and equipment to ensure proper working order is maintained; reports problems promptly.

In the absence of the Executive Administrator, makes decisions on staffing of kitchen, e.g. to call someone in or send staff home.

Attends all in-services.

Assists in other areas per requests and as time is available.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: A high school graduate with current Washington State food handler's permit required. Sufficient formal or on the job training in food preparation, in cooking principles, requirements of sanitation and safety in handling food equipment, solid background training in nutrition and healthy and balanced menus; a minimum of 3 years experience in institutional cooking.

LANGUAGE SKILLS: Ability to read and interpret documents such as menus, nutrition values, safety guides, technical manuals of food service machinery, procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before employees and vendors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as proportions, and measurements.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS AND ABILITIES: Must have valid Washington State food handler's permit.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands, to finger, handle or feel objects, food, or controls and to reach with hands and arms. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance and color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee frequently works near very hot stoves, ovens and surfaces. Occasionally the employee is exposed to fumes or airborne particles, minimal toxic chemicals, electrical shock and vibration. The noise level in the work environment can be somewhat loud at times.

Lead Cook

Date

Executive Director

Date