

Churchill Administrative Services, LLC

JOB DESCRIPTION

Position: Line Cook
Division: CELH
FSLA: Hourly
Reports To: Executive Chef or Sous Chef
Date: February 15, 2016

Summary

This position is responsible for preparing and presenting quality food using the freshest ingredients in all venues of our community. Venues include fine dining, casual dining, and catered events. Food preparation is in accordance with current applicable federal, state and local standards, guidelines and regulations, with our established policies and procedures.

Essential Job Duties and Responsibilities

1. Provides outrageous customer service each day to residents, coworkers and vendors. Set the bar high and make someone smile each day.
2. Prepare, cook and serve food as needed strictly according to all dining policies, menus, diet manuals and Certified Dietary Manager requirements.
3. Does advance preparation as indicated.
4. Serves food items as needed.
5. Completes food temperature checks each meal. Tastes all food items prepared.
6. Completes preparation records and stores food items properly at close of meal service.
7. Cleans work area and equipment used in food preparation. Sets up, restock and breaks down work areas.
8. Follows safety and sanitation rules and practices. Works according to Health Department regulations as they pertain to food storage, preparation and service.
9. Maintains logs, cleaning checklist, and inspection audits.
10. Ensure cleaning of all dishes, silver, and utensils used in production and service. Responsible for scrubbing, mopping or vacuuming area floors and perform cleaning of assigned dining areas.
11. Demonstrates knowledge of fire safety procedures and assists with evacuation of residents to a safe location in the event of fire or other emergency.
12. Cooperates with staff of other departments in performing job duties.
13. Must take necessary precautions and follow correct procedures for lifting and bending.
14. Able to work well independently given proper direction.
15. Provides clean, safe, and neat environment for residents, self and staff.
16. Adheres to Churchill Residential dress code as far as a cleaned, groomed appearance and no visible tattoos or piercings other than as described in the Employee Handbook.
17. Performs other duties as assigned.

Knowledge and Skill Requirements

1. Ability to read, write, speak and understand English.
2. Must possess the ability to read tickets or line screens effectively to produce plated food in a timely and accurate manner.
3. General knowledge of food preparation and handling technique, safety and sanitation rules practices.
4. Knowledge of Health Department regulations as they pertain to cleaning, food storage, preparation and service.
5. Working knowledge of the proper use and maintenance of all kitchen equipment.
6. Professional food service procedures, presentation, seasoning, portions and sanitation execution.

7. Must have good customer relations and promote team work.
8. Must be able to produce good quality work with productivity.
9. Ability to use simple math concepts; good communication skills; sound mental and physical health; ability to get along well with others, to demonstrate a high level of sensitivity and interest in people, especially older adults.
10. Minimum of high school education or equivalent preferred.
11. At least one year previous cooking experience in food service preferred.

Physical Requirements:

Activity	Constant 67-100% of day	Frequent 34-58% of day	Occasional 1-33% of day	None 0% of day
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Weight Lifting & Exerting

Carry Push/Pull	Constant	Frequent	Occasional	None
Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Work Environment

1. Senior or Family Living Community
2. Food Service/Dining/Kitchen Environment
3. This position has been determined that it may have occupational exposure to bloodborne pathogens. The company's Exposure Control Policy for bloodborne Pathogens should be executed where such incidents occur.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of the all the activities, duties or responsibilities of the employee.

I have read and understand the job description for Cook. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

Employee Signature

Date