



Murphy-Harpst

COOK

POSITION DETAILS

- Status: Hourly, Non-Exempt, Full and Part Time Positions
- Department: Food Services
- Reports To : Dietary Manager
- Work Schedule: Day Shift-Variable Hours (as assigned by supervisor)

RESPONSIBILITIES

- Ability to prepare tasty food in quantity according to menu
- Utilize health and safety procedures in preparing menu items
- Familiar with health department regulations
- Prepares food on the menu for the designated meal and the anticipated number to serve
- Handles food for proper storage when delivered, during preparation, serving, or leftover.
- Maintains sanitary standards
- Reports any damaged or questionable foods to the supervisor
- Cleans up all food, kitchen equipment, and general kitchen area
- Accurately follows recipes accurately so that residents receive the proper amounts of each food prepared
- Reports exact amounts of foods used for meal preparation for production records
- Assists the cottage employees in gathering food and supplies for their cottage and keeping accurate records of each cottage's purchases
- Assists in the preparation of food for special functions.
- Communicates to the supervisor the needs of the central kitchen.
- Attends food service meetings, workshops, and employees meetings as appropriate

QUALIFICATIONS

- High School Diploma or GED required
- Must be able to stand for long periods of time and be able to lift/move objects weighing up to 25 pounds
- Excellent verbal and written communication skills in English, to effectively communicate with internal and external customers
- Basic computer knowledge
- Ability to apply basic math to convert recipe volume variations
- Must be twenty-one (21) years of age and have a current/valid driver's license