



Position Title: **Cook**

Reports To: Manager of Food Service

Location: Burlington and/or Williston

**I. Position Summary:**

The cook prepares and serves meals in a friendly, professional manner to Cathedral Square's residents. The Cook's responsibilities involve all facets of kitchen operations including ordering, preparing, serving, cleaning, receiving, inspecting and rejecting orders, and the monitoring of all kitchen equipment. The Cook is on call as needed ssssssssto cover for the Manager of Food Service.

**II. Principal Responsibilities:**

- Performs all aspects of kitchen operations, including food preparation, cooking, serving, ordering and clean up.
- Prepares meals in accordance with master menu cycle.
- Ensures that portion and quality control standards are consistently maintained.
- Serves meals on time in accordance with RCH/AL regulations and predetermined meal schedule.
- Stores leftovers appropriately to ensure future usability and freshness.
- Monitors food temperatures for safety purposes.
- Adheres to proper sanitary procedures including monitoring steam table temperatures at all times for Assisted Living.
- Prepares snack cart for RA Staff to distribute for Assisted Living.
- Promotes and follows individually and departmentally, CSC's policies and procedures.
- Assists the Manager to insure the site is operated economically, professionally, and safely with an emphasis on prevention of problems.
- Adapts to and follows residents' food preferences and physician-ordered diets and textures while meeting department requirements and applicable regulations.
- Interacts with site Directors, non-foodservice staff, vendors, regulators and consultants in a team oriented and professional manner to insure effective problem solving, goal setting and inter-departmental cooperation.
- Accurately completes record keeping, such as menu changes on master menu, freezer and walk-in temperatures on log sheets.
- Actively participates in required meetings, in-service and special events.
- Orders food and supplies as required.
- Ensures proper use, maintenance, cleaning and repair of foodservice equipment.
- Communicates in a positive and respectful manner with residents, co-workers, family members and visitors.
- Performs on-call duties when needed and may fill in for other employees' leave request.

### **III. Inventory Control:**

- Documents on order guide when a food item is either not available or running low.
- Submits weekly food order to Food Service Manager.
- Receives orders and checks and rejects items as needed.
- Stores leftovers appropriately to ensure future usability and freshness.
- Waste any expired food product as needed.

### **IV. Sanitation & Safety:**

- Adheres to proper sanitation and safety procedures before, during and after food production.
- Ensures that assigned cleaning tasks, schedules and instructions are followed.
- Sanitizes all serving equipment after each meal service.
- After meals, washes and puts away all dishes and related equipment.
- Breaks down steam table.

### **V. Other General Duties**

- Works independently and as part of a team to carry out job duties; which may include dining room table service, snack disbursement, cleaning, and dining room set up.
- Responsible to make sure kitchen laundry is out for RA staff to clean.
- Communicates in a positive and respectful manner with residents, co-workers, family members and visitors.
- Attends CSC staff, and in house kitchen staff meeting.
- Responsible to complete online trainings and back-safety trainings as assigned.
- May fill in for other food service staff during their time off.
- Advises supervisor of resident's concerns or unusual resident behaviors

### **VI. CSC Standards of Conduct:**

- Demonstrates a commitment to the mission and values of CSC.
- Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
- Protects the privacy and confidentiality of information related to residents, families, staff and general CSC operations.
- Communicates a positive image about CSC to the community.
- Conducts him/herself in a safe manner by adhering to all CSC safety practices, rules and standards throughout the work day.
- Maintains a professional appearance that is appropriate for his/her position.
- Reports to work on time, reviews timecards in Evoclock for accuracy, provides advance notice for time off and appropriately manages CTO time.
- Demonstrates a commitment to integrity in work habits and use of CSC resources.
- Willing to perform duties as assigned that may be outside his/her principal responsibilities.

**VII. Minimum Qualifications:**

Must have a high school diploma or equivalent. Must be able to read and follow instructions, recipes and resident information as well as perform basic math. Flexibility in working schedule and weekend/ holiday availability is a must. Must possess good interpersonal communication skills and be able to relate to a wide variety of people. Prior experience working with seniors or individuals with disabilities is preferred. Prior cooking experience is preferred.

**VIII. Working Conditions and Physical Demands:**

- Must be physically capable of working in settings of extreme heat and humidity.
- Must be able to stand for 4 hours at a time.
- Must be able to lift 50 lbs.
- Must be adaptable to working in a high stress work environment.
- Exposure to chemicals and cleaning solutions.

*Cathedral Square is a nonprofit, 501(c)3 organization and an equal-opportunity employer and housing provider. Since 1977, we have worked to create a better Vermont by providing affordable, service-enriched homes to older Vermonters and people with special needs. Our organization and our communities are welcoming and inclusive, embracing diversity in all its forms.*

