

Village at the Harbor

Job Description

Job Title: Chef (Starting at \$20/hour)

Reports To: Dining Services Director

Position Summary:

Prepares and service nutritious, attractive meals. Maintains cleanliness of the food production and service areas.

Responsibilities:

1. Adheres to and conveys a philosophy that supports the dignity, privacy, independence, choice, and individuality of tenants.
2. Prepares and serves meals as indicated on planned menus, using standardized portion sizes and approved substitutions.
3. Ensures that meals are served at scheduled times, planning and organizing food preparation tasks appropriately.
4. Prepares meals for modified or therapeutic diets, according to physician orders and modified menus.
5. Supervises Kitchen Assistants in the absence of the Food Service Director; reports any problems or concerns to the Food Service Director or Administrator.
6. Responsible for clean-up duties as needed after each meal service.
7. Follows cleaning schedules and sanitation checklists to ensure kitchen and food service areas are maintained in a clean and sanitary condition.
8. Ensures that tenant, staff and guest meals are accounted for according to established procedures.
9. Assures that tenant food preferences are met.
10. Visits with tenants in the dining room to assure tenant satisfaction and obtain feedback.
11. Observes and reports to the Food Service Director or Administrator any problems,

concerns or issues regarding the food service department.

12. Monitors for changes in the status of tenants and reports such observations to the Administrator or Community Nurse.
13. Reports any abuse, suspected abuse or alleged abuse to the appropriate agency(s).
14. Performs all other duties as assigned.

Qualifications:

1. Desire to work with the elderly in an environment that upholds their privacy, dignity, choice, independence, and individuality.
2. Ability to prepare and serve a wide range of foods skillfully.
3. Working knowledge of the rules and regulations related to health and safety in food preparation.
4. Ability to organize and utilize time appropriately to accomplish assigned tasks with minimal supervision.
5. Able to regularly lift to 30 pounds, to occasionally lift more than 50 pounds, and to spend long periods of time standing.
6. All general staffing requirements:
 - Free of communicable disease
 - Criminal record clearance
 - Current First-Aid certification
 - Ability to read, write and understand English
 - General understanding of the needs of the elderly
 - Willingness to learn

Education and Experience:

Must be at least 18 years of age. High school graduate or equivalent GED required. Must

demonstrate successful employment as a cook. Prefer two or more years experience in cooking for large groups (50+ people). Prefer experience in preparing special diets, including low sodium, low cholesterol, diabetic, and vegetarian. Must maintain current first-aid certification.