



Job Description

TITLE: Relief Cook
CLASSIFICATION: Part-time; Non-Exempt
DEPARTMENT: Food Services
REPORTS TO: Kitchen Supervisor
SUPERVISES: None
SALARY RANGE:

SUMMARY OF RESPONSIBILITIES

Responsible for cooking and kitchen operations on the days when the Food Services Supervisor is off site.

ESSENTIAL FUNCTIONS

- 1) Ensures the integrity of the kitchen operation, when the Food Services Manager is not there including:
 - a) Proper preparation of meals
 - b) Special preparation of patient foods (such as puré, etc.)
 - c) Proper sanitation and food safety procedures

OTHER FUNCTIONS

- 1) Ensures food is prepared according to proper method, including taste and eye-appeal.
- 2) Ensures food is prepared in the required amounts plus a couple meals extra (for last minute needs), and that any leftovers are stored for possible re-use in accordance with sanitation requirements.
- 3) Is able to fill in as the work schedule requires during staff vacations, leaves of absence, etc.
- 4) Knows how to operate dishwasher. On occasion, may be required to wash dishes.
- 5) Works with Co-Directors of Nursing, Special Projects Manager and the Nursing Department Floor Leaders to provide proper coordination of food and patient food needs.
- 6) Keeps the Co-Directors of Nursing advised of all appropriate issues.
- 7) Exhibits tact, efficiency, courtesy and cooperation in all dealings with co-workers, vendors & suppliers.
- 8) Regularly cleans ovens and stoves; and keeps work stations cleaned throughout the day.

QUALIFICATIONS

- Has knowledge of food preparation and quality.
- Has good time-management, communication, and people skills.
- Prior food service experience required.
- Must be neat, courteous, and possess good personal habits.
- Food Handlers certification, if not- will need to be completed upon being hired

WORKING CONDITIONS

Works in both cold and hot temperatures with a variety of kitchen equipment: commercial ovens, refrigerators, freezers, pots, pans, bowls, trays, utensils, etc. Shift time starts early in the morning, at 5:00 a.m. or 6:00am; other shifts could also begin at 12:00pm and last until 7:30pm as the position expands within the Kitchen Department.

This job description does not list all the duties of the job. You may be asked by the Food Services Manager, Co-Directors of Nursing or Special Projects Manager to perform other duties. Performance evaluation is based upon the tasks listed in this job description.

Broadview, Inc. has the right to revise this job description at any time. This job description is not a contract for employment, and either you or Broadview may terminate employment at any time, for any reason.

TO APPLY:

Please contact: Lin Watts (323) 221-9174 ex 300 or email lin@csbroadview.org