



GRACE MGMT INC.  
A CPF LIVING COMPANY

## JOB DESCRIPTION

### Grace Management, Inc.

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**Position:** Cook

**Reports to:** Dining Services Director

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#### Summary of Duties

To provide wholesome, nutritious, and attractive food that is served at the appropriate temperature. Position reports to the Dining Services Director.

#### Essential Functions

- Prepare and serve all food items using high quality ingredients and appropriate garnishes
- Use recipes and correct portion sizes to provide a consistent product while controlling costs
- Monitor food temperatures during storage, preparation, cooking, and serving
- Label, date, and properly store all foods
- Monitor and record temperatures of all kitchen refrigerators and freezers daily
- Control overproduction and waste of all food items
- Comply with all State and local rules and regulations for a clean, safe, and sanitary kitchen
- Responsible for washing and sanitizing food service equipment
- Responsible for general cleaning of cook's area, freezers, refrigerators, and storage areas
- Follow established safety procedures while operating kitchen equipment
- Responsible for storage of items received from vendors
- Check inventory of needed supplies daily to ensure proper stock levels for the preparation of menu items
- Mop and clean kitchen as needed
- Removes garbage to dumpster as needed
- Reports equipment and safety issues to the Food Service Director
- Work as a team member to maintain a pleasant, effective work environment
- Perform other duties as assigned



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**Non-Essential Functions**

- Supports and participates in the resident centered activity programs
- Participates in projects or committees as assigned
- Assists in variety of tasks involving residents as assigned

**Required Knowledge, Skills, Abilities, Experience**

- High school graduate preferred or equivalent
- Able to read and write English
- Two years cooking experience preferably within the healthcare or hospitality field
- Ability to lift up to 40 pounds
- Successful criminal background check and drug screening

**Statement of Understanding**

I have read and understand the position description and essential functions provided to me for the above position. By my signature, I confirm that:

Please check one of the following:

- I can perform all of the essential functions of the position.
- I cannot perform all of the essential functions of the position.

I also understand this is not a job offer nor is it intended to be any guarantee of future employment opportunities. This does not construe a contract and I understand that any employment offers are on an at-will basis and does not guarantee employment for any specified time period.

<b>Associate Signature:</b>		<b>Date:</b>	
<b>Supervisor Signature:</b>		<b>Date:</b>	

**TO BE RETAINED IN ASSOCIATE’S PERSONNEL FILE - COPY TO ASSOCIATE**