



POSITION DESCRIPTION

VITALITY CENTER

JOB TITLE: COOK
DEPARTMENT: SUPPORTIVE PERSONNEL
SUPERVISOR: KITCHEN SUPERVISOR

JOB SUMMARY:

The Cook position ensures that food preparation, serving and cleanup is in accordance with established health and sanitation procedures and criteria of Vitality Unlimited. The Cook reports to the Kitchen Supervisor.

JOB DUTIES AND RESPONSIBILITIES:

- Responsible for the preparation and service of all meals in compliance with local and state health regulations.
- Will be required to assist with the inventory of all food and supplies and secure all food and drink inventory.
- Complies with set menus.
- Ensures that all health regulations governing food, storage and hygiene are met.
- Responsible for the general maintenance and kitchen cleanliness including sanitization procedures.
- Responsible for following cleaning schedule of kitchen and pantry.
- Checks temperatures of all kitchen equipment daily.
- Maintain meal-sign-up log.
- Is required to cover all hair including facial hair while on duty in the kitchen area.
- Must present a clean, professional appearance at all times.
- Must wear closed-toe shoes, shirts with sleeves and long pants while on duty.
- Other duties as deemed necessary and assigned by Administration and/or the Kitchen Supervisor.

KNOWLEDGE AND SKILLS:

At least two (2) years' experience as a cook or assistant cook. Experience in cost control, inventory and purchasing. Must have knowledge of local, state, and federal health regulations. Must have current Nevada Food Handler permit or be in the process of obtaining certification.

QUALIFICATIONS:

Must possess a valid Nevada driver's license and proof of insurance.
Must have a clean driving record.
Must have the ability to work independently with minimal supervision.
Must have the ability to respond to residents' needs in a variety of situations.
Must have the ability to be physically capable of handling a variety of assignments.
Must have the ability to consistently provide a negative drug screen.

EDUCATION:

High School or GED equivalent desired but not required.

I have read the job description and understand fully the duties of my position.

Employee Signature

Date: _____

Human Resources Coordinator