

Westminster Village

Position: Cook

Department: Dietary

Reports to: Director of Dining Services

Status: Full time union, 5a-1:30p including every other weekend

Duties:

- Prepares and serves hot food, cold food, food supplements and garnishes in amounts consistent with census for residents, staff, guests and special events as assigned, according to standardized recipes and safe food handling practices.
- Produces and portions the menu as directed or as indicated on the menu spreadsheet or production worksheet. Utilize scales, scoops and other measuring devices to provide foods in amounts specified on the production worksheet.
- Maintains and records proper serving temperatures and refrigerated storage temperatures. Properly covers, labels, dates and applies the time of day to all foods processed on the premises before storing in the refrigerator or freezer in accordance with the Illinois Department of Public Health Regulations.
- Maintains all storage and preparation areas in a clean and sanitary manner.
- Verifies product needed to produce the planned menu one day in advance. Communicates any product needs to the Food Service Director, Assistant Food Service Director. Utilizes and properly rotates food items.
- Communicates and works well with other personnel in dietary and other departments to provide superior resident service.

Education/License:

- High School Diploma, GED or equivalent.
- Certified in Food Service Sanitation preferred.

Work Experience

- Some food service experience in an LTC environment is desired. Some knowledge of special diets and tray line assembly is desired.

Skills, Knowledge and Abilities:

- Good verbal and communication skills.
- Ability to lift up to 30 lbs.
- Must be able to stand and walk for most of the workday while portioning, serving or transporting food on trays or in a cart throughout the campus.