

ISAIAH HOUSE

JOB DESCRIPTION

COOK (SENIOR)

The Senior Cook shall be under the direction of the Director of Operation

Duties and Responsibilities:

- Menu planning.
- Prepare breakfast, lunch and dinner
- Meal preparation for the following day
- Submit to the Operations Director list of food/supply items needed to be purchased in order to “cover” planned menus and to assure we have necessary items needed.
- Keep inventory of all food.
- Keep records of menus and food purchased.
- Unload and store the food supply once it is delivered.
- Keep inside and outside of oven clean as well as deep fryer
- Maintain clean kitchen, dishes and workspace
- Serve resident during meals when needed
- Ensure that kitchen staff maintains quality standards
- Find creative use of downtime
- Ability to work some weekends and holidays
- Be flexible for a wide range of tasks from the routine and predictable to the unique and unexpected.

THESE DUTIES AND RESPONSIBILITIES ARE SUBJECT TO CHANGE AS DEEMED APPROPRIATE AND NECESSARY BY PROGRAM DIRECTORS AND SENIOR STAFF MEMBERS

QUALIFICATIONS:

1. ServSafe Certification
2. Be well organized, highly motivated, and capable of setting limits and priorities.
3. Ability to lift up to 30 pounds
4. Ability to work well with clients from a variety of economic, ethnic, and social backgrounds
5. High school diploma or GED preferred.