**Cook- Part Time**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The primary purpose of this position is to prepare food in accordance with current applicable federal, state and local standards, guidelines and regulations, with our established policies and procedures, and as may be directed by the Lead Cook, Sous Chef and /or Executive Chef to ensure that quality food service is provided at all times. Responsibilities include but not limited to food preparation, including HACCP management, maintaining clean and safe environment.

**RESPONSIBILITIES**

* Comprehensive knowledge of food preparation and handling techniques.
* General knowledge of safety and sanitation rules and practices.
* Has ability to cope with changes. Confers with Lead Cook/Sous Chef regarding unusual changes and discrepancies.
* Responsible for food preparation, storing and organizing with proper documentations, follow the HACCP regulations and procedures.
* Correctly prepares the food by following preparation sheets and provided recipes by the supervisors without any deviations for any and all facilities including all outlets of this establishment.
* Does advance preparation for service as indicated and needed.
* Serves tasteful and eye appealing food items following provided recipes.
* Completes food temperature checks at each meal. Records these in temperature log book as instructed.
* Completes preparation and productivity records as specified by production system and stores food items properly at the close of meal service.
* Cleans work area and equipment used in food preparation according to the sanitation standards.
* Follows safety and sanitation rules and practices.
* Ensures that all food preparation and assembling is done in accordance with established procedures.
* Demonstrates knowledge of fire safety procedures and assists with evacuation of kitchen area to safe location in event of fire or other emergency.
* Performs other duties as assigned.
* Cooperates with staff of other departments in performing job duties.
* Must take necessary precautions and follow correct procedures for lifting and bending.
* Able to work well independently given proper direction.
* Always checkout with the supervisor before you leave your shift or going on break.
* Provides clean, safe, and neat environment for residents, self and staff.

**QUALIFICATIONS**

* Must be a minimum of eighteen (18) years of age.
* Capable of lifting twenty five (25) pounds or more.
* Capable of standing and maneuvering independently and safely around work area.
* Capable of standing and working on a tile floor for the shift.
* Ability to see and hear, or to use prosthetics that will enable these senses to function adequately to assure that position requirements can be fully met.
* Sufficient manual dexterity to operate a fire extinguisher and to manipulate kitchen equipment, including slicer, chopper, processor, knives, etc.
* Ability to read, write, speak, and understand English.
* Ability to use simple math concepts.
* Good Communication skills.
* Sound mental and physical health.
* Ability to get along well with others.
* Ability to demonstrate a high level of sensitivity in people, especially older adults.
* Prior cooking experience in food service preferred.

**BENEFITS**

Limited Benefits for Part-Time Positions

* Scholarship Program for Employees/Family Members
* Employee Assistance Program
* Employee Discounts
* Excellent Advancement Opportunities
* Retirement Plan
* Direct Deposit
* Employee Assistance Program