



JOB DESCRIPTION

Job Title: PRN Cook / Prep **FLSA Status:** Non-Exempt Hourly

MISSION STATEMENT

*As partners in ministry, we commit to further
the mission of the Sisters of the Holy Cross.
We strive for excellence in all we do
while using our resources wisely.
We are called to live and minister in right
relationships as we witness to gospel values
and build just and caring communities.*

CORE VALUES

Respect:

Recognizes the dignity, value and uniqueness
of each person as created and loved by God.

Hospitality:

Welcomes strangers, guests and partners in
ministry with kindness and consideration.

Compassion:

Compels us to stand with and embrace others
in their suffering, that together we may
experience God's liberating and healing presence.

Service:

Works with and for others by sharing our gifts and
talents to accomplish the mission.

Main Function:

Prepare and cook food, follow menus and productions sheets, monitor quality assurance criteria, assist in preparing stock requisitions and maintain sanitary food protection policies and procedures

ESSENTIAL FUNCTIONS

1. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
2. Complies with work rules, regulations, and instructions, follows established systems and procedures, completes assignments with minimal supervision.

Dietary Support

1. Follows menus, production sheets, and standardized recipes for food preparation.
 - Completes preparations according to schedule and standards.
2. Reviews menu changes with supervisor.
 - Makes changes only when approved by supervisor.

3. Prepares hot foods following menu and production forecast.
 - Cooks all foods for meals in a timely and flavorful manner.
4. Sets up hot serving table in Convent dining room for meals.
 - Displays food in established sequence.
 - Records food temperatures.

Quality Assurance

1. Checks food for taste, texture, temperature and portion control.
 - Performs quality checks for all food served in a timely manner.
2. Attractively displays food for service.
 - Is creative in arranging food for meal service.
 - Keeps abreast of new products and how best to display them.
3. Responsible for improving the quality of food.
 - Ensures good flavor and attractive appearance of food.
 - Makes suggestions to enhance the overall food service.
4. Duties require lifting up to 50 pounds.
 - Follows the safety rules for correct lifting.

Production Control

1. Controls food production with Director/Manager based on current census to minimize waste and leftovers.
 - Exercises food production control and appropriately utilizes over-produced items.
 - Confers with Director/Manager relative to accuracy of production and proper utilization of over-production.
2. Discusses menu changes with Director/Manager.
 - Suggests and makes timely changes with approval.
3. Suggests substitutions of new products and new ways to serve existing products.
 - Is creative in offering suggestions and alternatives.
4. Maintains current and complete standardized recipe file.
 - Keeps recipe file correct and current at all times.

Sanitation/Food Safety/Safety/Policies/Procedures

1. Monitors to ensure proper policies and procedures are followed.
 - Follows established departmental rules for food/equipment sanitation and food safety.
2. Suggests improvements in sanitation guidelines; review, revise, and submit for approval.
 - Makes suggestions and strives to keep abreast of the latest safety standards for food service.
3. Follows proper sanitation procedures.
 - Follows procedures correctly according to departmental standards.
 - Keeps work area clean and sanitized.

4. Inspects equipment in work area.
 - Makes sure equipment is clean and operating properly.
 - Does routine de-liming of steamer following established schedule.
5. Adheres to, monitors and enforces established food sanitation practices.
 - Cooks food to proper temperature.
 - Avoids cross contamination.
 - Handles all foods (raw/cooked) in a safe manner.
 - Records food temperatures for meals served while on duty, ensuring foods are at the proper temperature.
6. Works in a safe manner.
 - Follows safety guidelines and practices.

Stock Requisition

1. Completes requisitions regarding stock needs.
 - Prepares requisitions correctly and in a timely manner on the day before items are needed.
2. Confirms that all requested items are received and ready for use.
 - Checks to ascertain that ordered items are available and on time for scheduled use.

MINIMUM QUALIFICATIONS

Education

A high school diploma preferred. Proof of completion of sanitation training (Serve Safe) required.

Experience

Two (2) years experience in quantity and institutional food services is required.

Responsibility

Failed recipes could cause menu change and food waste. Improper use of equipment could cause injury and/or damage to equipment. Poor sanitation can cause illness in the Sisters, co-workers, etc.

Problem-Solving

Problem solving may require the analysis data utilizing practical knowledge or techniques developed through training or experience.

Personal Interaction

Position must be able to clearly communicate with all members of the dietary team as well as residents.

Work Environment

Working conditions are pleasant, however may be warm when working near heat producing devices.

Equipment Utilization

Routinely requires an understanding of the operation and maintenance of the equipment normally found in a Food Service Department. Must be able to operate all good production equipment, i.e. ovens, grills, fryers, broiler, chopper, etc.

Hazards or Fatigue

Ordinary care and caution must be exercised while performing activities. Occasional muscle fatigue and/or backache may be present after prolonged activity.

Planning and Organizing

Works primarily on a day-to-day plan. May need to modify routine due to special circumstances.

Directing and Instructing

Not required.

Budgeting

Not required.

Scope of Supervision

Not required.

Other Acknowledgements:

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The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.