



JOB DESCRIPTION

Job Title: Lead Cook

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:

Responsible for food production and cost control, monitoring quality assurance criteria, teaching and directing other dietary personnel, planning and conferring with Director/Manager on good production controls and menus, maintaining and assisting in implementing sanitary food protection policies and procedures.

ESSENTIAL FUNCTIONS

1. Follows daily menus, production sheets, and standardized recipes to prepare meals.
 - Cooks food correctly as designated for each meal and uses approved recipes.
2. Prepares food for special functions.
 - Creatively prepares food and accurately follows directions.
 - Prepares garnishes for special meals and feast days.
3. Prepares hot foods following menu and production forecast; food is panned appropriately for service.
 - 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.
 - Maintains appropriate supply of food throughout meal service.
5. Maintains attendance and observes working hours, starting time, lunch period, breaks, quitting time, etc.
6. Complies with work rules, regulations, and instructions, follows established systems and procedures, completes assignments with minimal supervision.

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 and during 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.
 - Assumes duties dealing with maintenance of good food quality.
 - Makes suggestions to enhance the overall food service.
4. Duties require lifting up to 50 pounds.
 - Follows the safety rules for correct lifting.

Personnel Direction

1. Directs cooks, baker, and cooks' helpers.
 - Oversees for thoroughness, correctness, timeliness and teaches staff as needed.
2. Assists in the training of new employees assigned to cooking.
 - Orients new staff on the established policies and procedures.
3. Provides instruction to cooks on quantities, products, and recipes.
 - Teaches quantity, products and recipes according to established departmental policies and procedures.

Production Control

1. Controls food production with Director/Manager based on current census to minimize waste and leftovers.
 - Exercises food production control in a timely manner and confers with Director/Manager to minimize/utilize overproduction.
2. Ensures use of stored foods in a timely manner.
 - Monitors foods stored in coolers and freezers and implements their utilization to minimize waste and maximize food quality.
3. Discusses menu changes with Director/Manager.
 - Suggests and makes timely changes with approval.
4. Suggests substitutions of new products and new ways to serve existing products.

- Is creative in offering suggestions and alternative.
5. Maintains current and complete standardized recipe file.
 - Keeps recipe file correct and current at all times.
 6. Ensures cost control relative to menu items.
 - Assists the Director/Manager in developing/implementing purchasing/production activities to minimize food cost.

Sanitation/Food Safety Policies/Procedures

1. Monitors to ensure proper policies and procedures are followed.
 - Ensures the safe handling of food during preparation, service and, as needed, storage.
 - Ensures food temperatures are recorded accurately for each meal in each area of responsibility.
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. Instructs cooks in and adheres to proper sanitation procedures.
 - Teaches 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.
5. Adheres to and enforces established food sanitation practices.
 - Handles all foods (raw/cooked) in a safe manner.
 - Cooks food to proper temperature.
 - Avoids cross contamination.
 - Ensures that food is maintained at the proper temperatures.
6. Works in a safe manner.
 - Follows safety guidelines and practices.

Stock Requisition

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

Departmental Operations

1. Assumes responsibility for departmental operations/staff when no manager is on duty or when scheduled as a relief supervisor.
 - Ensures meal service proceeds on schedule and as planned.
 - Ensures necessary staff is available for smooth running shift.
 - Oversees staff and ensures appropriate completion of departmental functions.

MINIMUM QUALIFICATIONS

Education

A high school diploma preferred. Specialized training in a culinary school or under a licensed chef is required. Proof on completion of sanitation training (Serve Safe) required.

Experience

Five (5) 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 food 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. Rearranges schedules for rush emergencies and rush assignments.

Directing and Instructing

Adjusts tasks to maintain a steady workflow. Instructs subordinates in specific procedures; acts as a resource for staff.

Budgeting

Not required.

Scope of Supervision

Not required.

Other Acknowledgements:

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

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.