

## WESTMINSTER VILLAGE

### JOB DESCRIPTION

**TITLE:** Cook

**EXEMPT STATUS:** Non-Exempt

**REPORTS TO:** Kitchen Manager

**GENERAL SUMMARY:**

The Cook is responsible for the preparation of all food items as per standardized recipes.

**PRINCIPLE DUTIES:**

**Essential Job Duties:**

1. Prepares all soups, stocks, sauces; boils, braises and roasts items as per standardized recipes.
2. Prepares and serves all sautéed, fried, grilled, steamed and baked items as per standardized recipes.
3. Prepares or directs the preparation of all food served, following standard recipes and special diet orders. Plans food production to coordinate with meal serving hours, so that excellence, quality, temperature and appearance of food is preserved.
4. Determines amount and type of food and supplies required for daily menus and seeing that supplies are obtained from storage areas in adequate time for meal production.

**Other Duties:**

1. Maintains assigned work station in a safe and sanitary condition.
2. Maintains acceptable standards of personal hygiene and complies with department dress code.
3. Attends in-service training and education sessions as assigned.
4. Performs specific work duties and responsibilities as assigned by supervisor.

## **QUALIFICATIONS:**

1. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic. Ability to understand measurements and conversions.
2. A minimum of three years experience as a cook in a hotel, restaurant, club or similar institution.
3. Ability to plan and organize work, to interpret instructions, recipes, specifications and standards.
4. Knowledge of kitchen equipment operations and maintenance. Some knowledge of nutrition and diet.

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Must be able to stand or walk for up to 8 hours per day. Must be able to bend, stoop, and stretch frequently throughout the day. Moderate to heavy physical effort needed infrequently. Manual dexterity for preparing food. Ability to use standard industrial kitchen appliances required. Must be able to lift up to 50 lbs. independently. May be exposed to extreme temperatures (freezers and stoves-range burners) for short periods of time. May be exposed to industrial cleaning chemicals. Must be able to see, hear, and communicate with others.

## **HOSPITALITY FOCUS:**

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask “Is there anything else I can do for you?”
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

### **WELLNESS FOCUS:**

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.