



Adrian Dominican Sisters

JOB DESCRIPTION

Relief Cook

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Approved By: *Susan Kremski*

DEPARTMENT: **Food Services**

REPORTS TO: **Director of Food Services or Department Supervisors**

FLSA: Nonexempt

GENERAL SUMMARY: Fills in for Cook as scheduled by preparing meal(s) during shift as determined by the day's menu. When not filling in for Cook, the Relief Cook performs the duties of a Dining Room Aide. All duties are performed consistent with the mission, vision and values of the Adrian Dominican Sisters.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Responsible for opening or closing the department
2. Responsible for checking and recording temperatures of all freezers and refrigeration.
3. Responsible to report any malfunctions to department head and maintenance department, if necessary.
4. Responsible for breakfast, lunch or dinner preparation according to the posted daily menu and production sheets, while making use of any leftover items and following standardized recipes.
5. Responsible for break-down, labeling and storage of any leftovers from the meal period.
6. Responsible for maintaining proper quantity of food available as requested by dining room aide.
7. Directs food service co-workers in the absence of Department Director and Supervisors.
8. Assists other food service staff, residents and guests as needed.
9. Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing good safety and health habits while performing duties.

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- 10. Responsible for any additional duties as scheduled or requested by the director or his/her designee.

REQUIREMENTS:

Education:

- A High School diploma is required.

Experience:

- 1-2 years cooking experience required; experience cooking in healthcare environment preferred.

Knowledge, Skills, and Abilities:

- Ability to read, write and follow written and oral instructions.
- Ability use and knowledge of quantity cooking equipment.
- Ability to interact with a variety of personalities and some stressful situations associated with a broad base of people and time constraints.
- Possess service oriented attitude

Physical:

- Must be able to sit, stand, and walk up to 8-hours per day.
- Must be able to frequently stoop, bend, reach, and carry approximately 35 pounds.
- Must be sighted and capable of hearing.

WORKING CONDITIONS:

- Generally busy department with numerous interruptions.
- Subject to temperature changes in the department created by food service equipment.
- Full or Part-Time depending on position.

ACCOUNTABILITY:

Accountable to: Director of Food Services or Department Supervisors

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Co-Worker (print)

Co-worker

Supervisor

Date