



IMMANUEL HOUSE

Job Description

POSITION TITLE: Facility Cook

Program: Residential Programs

Job Description: The Residential Cook, through oversight, planning, and organizing, is responsible for ensuring all food services functions at the facility are executed. Additionally, the Cook ensures the safety of food handling practices, proper sanitation, and compliance with state and federal safety regulations.

REPORTING RELATIONSHIP: This position reports to the Assistant Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the safe and efficient operation of the culinary area
- Prepare well-balanced, nutritious, and appealing meals for Participants in the Residential Program
- Develop and follow approved menus that meet nutritional standards consistent with DHCS and CDCR regulations, policies, and procedures.
- Ensure kitchen activities conform to policy and procedures and with State and local health department sanitation requirements.
- Ensure that the culinary area meets State and local health department sanitation requirements.
- Develop written procedures for dispensing and retrieving all utensils during and after meal periods.
- Transport food, meals, and other supplies between facilities.

OTHER DUTIES AND RESPONSIBILITIES:

- Manage food storage, proper refrigeration, and inventory control
- Notify supervisor of equipment needs.
- Ensure that other kitchen staff is familiar with agency and departmental policies and procedures.
- Practice safe food handling and hold clients accountable.
- Train and evaluate clients assigned to the kitchen.
- Maintain team spirit and morale within the kitchen.
- Work as a team with Food Services and performs functions that further Department and Agency needs.
- Other relevant duties as assigned.

JOB-RELATED QUALIFICATION STANDARDS:

KNOWLEDGE OF:

- Safety and hygiene standards regulations
- Industrial kitchen tools and equipment & cooking methods techniques
- Nutrition and special dietary requirements
- Volume preparation, portion control, and food preservation
- Inventory Control System

SKILLS and ABILITIES:

- Possess an acceptance and respect for cultural diversity, sexual orientation, and religious backgrounds.
- Must be a team player
- Must demonstrate good listening and empathetic skills
- Excellent organization skills and ability to multitask
- Integrity to handle sensitive information in a confidential manner.
- Demonstrates a high level of oral and written communication skills.
- Understanding and ability to demonstrate professional boundaries with clients.
- Strong initiative and enthusiasm with willingness to pitch in whenever needed.

PHYSICAL And ENVIRONMENTAL ELEMENTS:

- Must be able to lift 50 pounds
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have flexibility in working hours, including the willingness to work weekends and holidays as they coincide with regular shifts

MINIMUM AGE, EDUCATION, and WORK EXPERIENCE QUALIFICATIONS:

- Must be at least 21 years old
- High School Diploma or equivalent
- Food Handling and preparation certificate
- At least 2 years of culinary work experience.
- Valid Driver's License
- First Aid/CPR Certification

LICENSES, CERTIFICATES & CLEARANCE:

1. Clearance on Background/DOJ Livescan result per contract requirements.
2. Negative reading from pre-employment TB and Drug testing.