

Helen Purcell

Job Opportunity

Date Posted: 3/9/23 Application Deadline: Until position filled

Department: Dietary

Position: Cook

Status: Full & Part-time

Salary: Starting at \$12.50

\$1,000.00 Sign-on Bonus

Minimum Qualifications:

COVID-19 Vaccine encouraged.

Certifications Required:

None.

Physical Requirements:

Must be able to lift to 30 lbs. on an occasional basis
On feet for extended periods of time

Preferences:

A degree in Culinary Arts and/or experience as a cook or Chef in a communal dining setting

Key Responsibilities and Accountabilities:

1. Maintains regular attendance by working all shifts as scheduled.
2. Oversees and prepares meals and beverages under the direction of the Director of Dining Services.
3. Assures compliance with all state and local regulatory agencies as they relate to food service.
4. Utilizes Cycle Menu Management to print daily tray tickets and related documents.
5. Assures and assists with proper portioning of meals.
6. Makes changes and substitutions to meals as needed as well as completing all required documentation related to changes.
7. Assures enough food is available to meet the needs for each day.
8. Assists with ordering food and dining supplies.
9. Assures and assists with proper storage, labeling, dating and rotating of food and supplies.
10. Oversees and assists with the cleaning and inspections of the kitchen, dining room, equipment and storage areas
11. Assure food and beverages are served to all diners in a polite and professional manner.
12. Interacts with diners to keep apprised of their opinions as to the quality and tastiness of the food as served.
13. Orders and picks up birthday cakes as needed.
14. Assists with and oversees the unloading and stocking all incoming food and supplies.
15. Assists with and oversees removal and proper disposal of all kitchen waste.
16. Works to reduce the amount of wasted food.
17. Assures the Director of Dining Services is aware of any issues as needed to assure the successful completion of his or her duties as Cook.
18. Follows all policies and procedures as issued by Helen Purcell.
19. Performs related duties as assigned.

Internal Applicants: Submit letter of interest before the posting deadline

External Applicants: Please Submit Application and Resume via mail, Fax, in person or via our web-site by the application deadline to:

Helen Purcell Attn: Missy Miller

1854Norwood Boulevard

Zanesville, OH 43701 FAX:

Web site: www.helenpurcell.org

Helen Purcell is an Equal Opportunity Employer

12/28/16