



Clearview Home Corporation

A facility for Christian Science nursing care and healing situated in Delafield, WI, serving Wisconsin and surrounding areas.



Title: Cook

Organizational Relationships: Reports to Director of Operations

Job Summary: Works closely with the Director of Operations and Executive Director to meet the food service needs of Clearview Home in accordance with established procedures and standards; maintaining a clean and safe environment.

Part Time: Rate of pay based on experience. Position can average 20-35 hours per week depending upon the needs of the organization.

Work Hours: May be scheduled anytime between 7 am – 7 pm / 7 days a week

Qualifications:

- Possession of Serve Safe Food Handlers certificate.
- Ability to work professionally and pleasantly with others
- A wide variety of cooking experience.
- High standard of meal preparation and cleanliness.
- Ability to follow detailed verbal and written instructions.
- Flexibility—ability to accommodate special needs and changeable situations cheerfully and effectively.
- Physical ability to do the required work under potentially hot, humid, and noisy conditions.

Specific Responsibilities and Duties:

1. Works with other kitchen employees to properly staff kitchen for all meals (breakfast, lunch and supper)
2. Prepares meals according to menu, recipes, and directions.
3. Ensures pleasant mealtime experience for patients by presenting trays that are neat and orderly; serving meals at the appropriate time and temperature.
4. Removing trays and cleaning dining room after meals.
5. Assists in preparing shopping list for ordering
6. Maintains a clean and safe environment by following cleaning schedule; ensuring that all kitchen surfaces are clean and maintained in a sanitary condition.
7. Ensures food safety by maintaining food storage, retention, and disposal policies in accordance with approved guidelines and state regulations.
8. Must pass a background check.

Employee

Date