



JOB TITLE: Cook
SCOPE: Hourly/Non-Exempt
SUPERVISION: Reports to the Food Services Manager

ORGANIZATION SPOTLIGHT:

At DOORWAYS, our work has **purpose** and our **impact** is real. Join a team that is changing lives of individuals at the intersection of illness and poverty. We build hope through housing, healthcare, and empowerment services.

WHAT WE ARE LOOKING FOR:

The primary purpose of this position is to prepare food in accordance with current applicable Federal, State and local standards, guidelines and regulations, Cooper House established policies and procedures, and as may be directed by the Food Service Manager, to assure that quality food service is provided at all times. The candidate must be organized, flexible, have great attention to detail, and be highly capable of meeting expectations. The successful candidate will pass a background check, drug test, and TB test.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

- Review menus prior to preparation of food.
- Assure that all food service procedures are followed in accordance with established policies.
- Assist in establishing food service production line to assure that meals are prepared timely.
- Process diet changes and new diets as received from Nursing Services.
- Develop and maintain a good working rapport with the inter-department personnel, as well as other departments within the facility to assure that food service can be properly maintained to meet the needs of the residents.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the department.
- Attend and participate in training in-services, workshops, seminars as directed.
- Prepare meals in accordance with planned menus.
- Prepare and serve meals that are palatable and appetizing in appearance.
- Serve food in accordance with established portion control procedures.
- Prepare food in accordance with standardized recipes and special diet orders.



- Prepare food in accordance with sanitary regulations, as well as our established policies and procedures.
- Report all hazardous conditions/equipment to the Food Service Manager immediately.
- Assist in maintaining food storage areas in a clean and properly arranged manner at all times.
- Dispose of food and waste in accordance with established policies.
- Assure that food and supplies for the next meal are readily available.
- Assist in inventorying and storing in-coming food, supplies, etc., as necessary.
- Maintain confidentiality of all pertinent resident care information.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND ABILITIES

- Minimum education sufficient to read and follow written instructions, recipes, labels, safety procedures, and required documentation.
- One (1) year of food service experience in a hospital, skilled nursing facility, residential setting, or other related food service environment preferred.

SPECIFIC REQUIREMENTS

- Ability to prepare a variety of foods in large quantities in accordance with menus, recipes, sanitation standards, and dietary requirements, with or without reasonable accommodation.
- Ability to read, understand, and communicate information necessary to perform essential job functions, including recipes, labels, safety instructions, and resident-related dietary information.
- Ability to use sound judgment and follow established procedures when circumstances require timely decisions.
- Ability to interact professionally and respectfully with residents, family members, visitors, staff, supervisors, and representatives of outside agencies.
- Knowledge of, or ability to learn, dietary procedures and applicable laws, regulations, and guidelines related to food service in a healthcare or residential setting.
- Ability to maintain supplies, equipment, and work areas in clean, safe, sanitary, and orderly conditions and to follow inspection and safety procedures.
- Ability to work effectively with individuals experiencing varying levels of need, including those in crisis, while maintaining professionalism and appropriate boundaries.

PHYSICAL REQUIREMENTS

- Ability to move about the kitchen and work areas as needed to perform essential job functions, with or without reasonable accommodation.
- Ability to perform essential job duties in a fast-paced food service environment while following safety, sanitation, and resident-care procedures.



- Ability to access and interpret visual and/or auditory information necessary to safely use dietary equipment, follow instructions, and identify food quality or safety concerns, with or without assistive devices or reasonable accommodation.
- Ability to work independently and collaboratively with residents, staff, and support agencies while maintaining flexibility, professionalism, and confidentiality.
- Ability to safely move, position, and handle food, supplies, and equipment, including items up to fifty (50) pounds, using proper body mechanics, assistive devices, and/or team assistance as appropriate.
- Ability to evaluate food quality and palatability through appropriate methods, which may include tasting, smelling, visual inspection, temperature checks, or other food safety procedures, with or without reasonable accommodation.

WORKING CONDITIONS

- Work is primarily performed in kitchen and food service areas, which may include warm temperatures, food preparation equipment, cleaning products, wet or slippery surfaces, and routine sanitation procedures.
- The essential functions of this position may require standing, walking, bending, reaching, lifting, carrying, and moving intermittently during working hours, with or without reasonable accommodation.
- Employees must be able to follow food safety, sanitation, emergency, and resident-care procedures and respond to changing priorities and interruptions in a professional manner.
- Position involves regular interaction with residents, staff, visitors, family members, and representatives of outside agencies. Employees are expected to communicate and coordinate respectfully and effectively with these individuals.
- Employees may encounter individuals experiencing stress, crisis, or challenging circumstances and are expected to respond in accordance with training, safety procedures, and professional boundaries.
- Position requires coordination with medical staff, nursing staff, food service staff, and other department supervisors as needed to support resident care and food service operations.
- May be required to work weekends, holidays, extended hours, or temporary assignments based on operational needs.

All qualified applicants will receive consideration for employment without regard to race, creed, sex, sexual orientation, color, age, disability status or national origin.