

Line Cook

Part-time Morning Shift

**General Responsibilities:**

Prepares and plates meals, insures cleanliness and sanitation of kitchen area and equipment; works closely with the Dietary Director, Kitchen Supervisor and Servers to ensure a pleasant dining experience for the residents.

**Required Education/Training/Skills:**

- Dependable and strong work ethic
- High School Diploma or Equivalent
- Strong Interpersonal relations and communicative skills
- Ability to follow recipes and measure food items
- Knowledge of nutrition and food services
- Line/Prep cook experience necessary

Ability to bend, kneel, stoop, stand, climb, push, pull, and lift items weighing 50 lbs. or less. Valid driver's license may be required; visual and auditory skills. Continuous standing (100%)

Equipment and Machines: Telephone, computer, stoves, ovens, microwave, knives, mixer, food processor, can opener, slicer, various kitchen appliances, dish machine cleaning tools, over cleaner, cleaning and sanitizing chemicals.

**Essential Duties:**

- Prepare meal following standardized recipe to insure proper quality, temperature, and appearance as well as meeting timelines of service.
- Check and gather all supplies needed for meal preparation allowing adequate time for any substitutions that may be needed.
- Make sure labeling and dating of all food and supplies is current and correct.
- Insure recipes are being followed or revised as appropriate.
- Maintain work area in a neat, clean and professional looking manner
- Create Menus
- Assist with inventory
- Insure adequate amounts of food are prepared
- Other duties as assigned

**All employees of The Hickman are expected to:** \* Uphold the mission and values of The Hickman in speech and behavior(s) while on-site.

- Make decisions that reflect the best interest of the Hickman.
- Respond to comments and requests from residents, families and guests promptly and politely, forwarding their requests to the appropriate supervisor if needed.
- Follow proper procedure in response to Emergency Action Plan.
- Fulfill annual training requirements, as specific to your role.
- Agree to follow the *Code of Conduct* and employee policies as articulated in the Employee Handbook. These policies include but are not limited to:
- Report safety hazards, any broken, non-operational equipment or furniture, or other safety concerns to the appropriate staff member; when necessary, remove item(s) from the area to prevent a safety hazard (per personnel manual).
- *Leave work area clean and neat for co-workers. Help keep the premises clean by removing trash and debris, inside and outside the building*
- Adhere to The Hickman punctuality and attendance policy.
- Consistently follow correct time clock procedure (if applicable).
- *Adhere to Hickman policy regarding cell phone usage (per the Employee Handbook).*
- Adhere to department dress code; present a neat, clean, appearance (per the Employee Handbook).
- Wear name tags per DHS regulations and Hickman policy.
- Attend in-service trainings, All-Staff Meetings, department meetings and other required educational sessions as directed by supervisor and/or Hickman policy.
- Notify supervisor in advance when participation in required educational or other meetings poses a problem.

**The Hickman is an Equal Opportunity Employer and is committed to creating an inclusive and supportive workplace regardless of race, religion, age, ethnicity, sexual orientation or gender identification.**

Job Type: Part-time

Please contact [info@thehickman.org](mailto:info@thehickman.org) or 484-760-6300 for more information or to apply.