

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Cook**

Date: 7/13/2020

Location: Elm Grove, WI

Department: Food Service

General Summary:

The Cook is responsible for preparation of foods and works closely with the Food Service Manager regarding menu items. The Cook oversees and supervises the Food Service Department when appropriate and understands and follows through on therapeutic diet limitations and basic nutritional needs. The Cook assures that services are provided within the philosophy and mission of the School Sisters of Notre Dame and according to the policies of the facility.

Essential Duties and Responsibilities:

1. Integrate the mission of the School Sisters of Notre Dame in work environment.
2. Assists in preparing all food according to the menu, production sheets, and for special functions.
3. Presents food in attractive and appetizing manner and exhibits complimentary garnishing skills.
4. Sets up dining room and buffet line.
5. Checks all food for quality, quantity, texture, taste and proper temperature.
6. Monitors dining room and replenishes food when needed.
7. Foresees that all pre-preparation work for the following day has been completed.
8. Sees that freezer items are taken out as needed, allowing adequate thawing time.
9. Checks and monitors all work areas during working hours as needed.
10. Keeps all work areas clean and/or sanitizes all equipment used in food preparation.
11. Orients and trains food service personnel as assigned.
12. Attends and participates in food service staff meetings and inservices.
13. Consults with Food Service Manager regarding total food service procedures.
14. Oversees and supervises the Food Service Department when Manager is absent, or upon request.
15. Performs other work related duties as assigned by the Food Service Manager.

Knowledge, Skills and Abilities

1. Able to understand and follow written and verbal directions.
2. Able to communicate effectively in a multi-disciplinary setting with residents and staff.
3. Adheres to sanitation guidelines and proper food handling techniques in accordance with department standards as well as state and federal codes.
4. Working knowledge and the ability to comply with facility policies and procedures for work place safety.
5. Actively participates in or initiates problem solving in job related issues.
6. Ability to understand and convert standardized recipes.
7. Ability to cook large quantities of food in a designated time frame.
8. Ability to prepare items from scratch, including baked goods, meats, casseroles, salads and dressings.
9. Understands and can use tilt fry braising pan, convection oven, alto sham, mixers, steamer, and blenders.
10. Understands different cooking methods such as braising, steaming, poaching, baking, and roasting.

Qualifications:

- High School diploma or equivalent
- Equivalent of two (2) years previous experience as a cook and the equivalent of one (1) year previous experience in salad and dessert preparation.
- Supervisory experience preferred
- Must be able to lift at least 25lb

Job Type: Full Time- 76 hours per pay period, 11:00AM-7:30PM. Includes every other weekend and holiday shifts.

Benefit Eligible: Medical, dental, vision, life insurance and retirement benefits are included with this position along with paid-time-off and holiday benefits.

If you are interested in this position please complete an application.

If you have any questions contact:

Jennifer Gozdowiak, Human Resources

Phone Number: 262-787-1026

Email: jgozdowiak@ssndcp.org