



Job Title: Cook – Food Service

Department: Residential

Reports To: Finance Director

Primary Objective: Prepare nutritionally balanced meals for persons new in recovery. Order food in line with the budget set up by the director. Ensure that the kitchen facilities are kept in good hygiene. Work with dietitian to ensure quality of food.

Major Responsibilities:

1. Plans meals based on knowledge of nutritional requirements of residents.
2. Inventories and orders food service supplies as needed and in line with operational budget.
3. Follows and prepares meals in line with the menu worked out by nutritionist.
4. Maintains a safe and clean kitchen.
5. Helps residents with menu preparation in cook's absence.
6. Must be free of communicable disease while on duty.

This job description is not intended to be an exhaustive list of all responsibilities, skills, or efforts associated with this position. Each responsibility listed is important to the successful performance of this job. You may be assigned job-related tasks or special projects in addition to the line items contained in the job description.

Direct Supervision: None

Qualifications: Must have serv-safe certificate. Must be able to work with nutritionists and follow menu planning, inventorying, and ordering, and be able to cook for a large number of consumers. Must have the ability to meet specific dietary considerations for individuals when necessary. Must be able to lift up to 50lbs. Must be age 18 or older. Minimum of one (1) year of freedom from chemical use problems. Must not have had a felony conviction or have been incarcerated as a result of a felony conviction in the last three (3) years.

Confidentiality: Harbor Hall, has the responsibility to protect clients from any unauthorized invasion of the individual's right to privacy (42CFR Part 2). Additionally, client information is protected health information covered by the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). You must acknowledge your understanding to protect this information and to not disclose any information about any client in this facility to anyone that is not specifically authorized in writing to receive this information