

Hudson River Housing, Inc.
Position Description

Position: Cook

FLSA Category (Check one): Exempt Non- Exempt

Primary Site Assigned to: Hillcrest House/Hudson River Lodge

Immediate Supervisor: Operations Manager

Alternate Supervisor: Food Service Manager

General Description:

The cook will ensure that all food storage, preparation, service and dining areas and equipment are maintained in an efficient, sanitary and suitable condition and in compliance with the New York State Sanitary Code. He/She will provide menu planning to ensure the preparation and service of well-balanced meals of high quality and of sufficient quantity to provide residents with three nutritional meals and appropriate healthful snacks each day.

Principal Duties:

1. Ensuring that all food storage, preparation, service and dining areas and equipment are maintained in an efficient, sanitary and suitable condition and in compliance with the New York State Sanitary Code; Part 14 of Title 10 of the New York State Department of Health and all other applicable regulatory agencies.
2. Assist with menu planning to ensure the preparation and service of well-balanced meals of high quality and of sufficient quantity to provide residents with three nutritional meals and appropriate healthful snacks per day.
3. Participate in training as it relates to the requirements and duties of the job
4. Preparation, service and clean up of regular meals and special food functions.
5. Proper storage, rotation and inventory of all food items.
6. Grocery shopping, food ordering and pickups as assigned.
7. Cleaning of all kitchen equipment and utensils on a regular basis.
8. Maintenance of kitchen orderliness and cleanliness.
9. Accessing and coordinating proper usage of food donations
10. Enforce and adhere to the policies and procedures of the program
11. Other duties as required by the Food Service Manager.

Qualifications:

Education: Completion of a formal Food Service and Pastry Baking school, which included food preparation, facilities responsibilities, equipment operation, inventory control, sanitation inspection, storage and related areas.

Experience: In lieu of completion of formal Food Service and Pastry Baking school, certified on the job training conducted by a certified trainer may be substituted. A minimum of three years experience is required.

License Requirements: Valid driver's license is required.

Other: Home telephone required.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.