

JOB DESCRIPTION

Position:

Part Time to Full Time Cook at The Cottages at Woodland Terrace

Reports to: Food Services Director/Executive Director

Philosophy: Cottage Resources, LLC is dedicated to providing care and services to mature adults in a home-like residential environment. It is our goal to nurture the spirit, protect privacy, foster individuality, and enable freedom of choice, while encouraging independence and preserving dignity.

We are committed to continuous staff training and educational programs to ensure that our residents always receive personalized care and attention.

Qualifications/Skills Needed: The candidate must hold a High School Diploma or GED. Preferred candidate must have at least 1 year of experience in food service. Candidate must be certified in First Aid and CPR within 90 days from date of hire. Must be able to lift 25 pounds.

Duties include, but are not limited to:

- To cook 3 nutritious meals and 2 snacks per day for the assisted living residents as instructed by the Food Services Director
- To heed special dietary needs of residents – This may include helping to meet a resident's nutritional needs by preparing and prescribed therapeutic diet or by preparing special meals for residents who are ill, such as soup or Jell-O.
- To deliver meals to any independent residents requesting meals for the day
- To assist the Food Services Director in preparing for parties and other special events that the community may have
- To abide by cleaning schedules for the kitchen and dining room as set by the Food Services Director
- To report any resident changes involving eating habits to the Food Services Director
- To report any maintenance issues regarding kitchen equipment to the Food Services Director