

## **Job Description**

**Job Title:**

PM Cook/Supervisor

**Reports To:**

Food Service Director

**FLSA Classification:**

Non-Exempt.

**Creation/Last Revised:**

5-2022

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**Job Summary:**

The person in this position plans, prepares, and cooks food items to ensure highest quality service and experience for residents, staff and guests at St. Rose Convent. They keep the kitchen organized and running efficiently and ensure proper food handling, sanitation and follow proper food storage procedures. They clean and maintain work areas, equipment and utensils. In addition, this person is responsible for overseeing the PM kitchen crew, including relaying information to the team, guiding the team through their work activities and monitoring employee performance to ensure maximum customer service and productivity. Duties also includes team building, direct problem solving, conflict resolution and ensuring that the needs and desires of the sisters are met.

**Job Type:** Full-time.

**Education & Experience:**

- Knowledge of food service management and abilities and skills acquired from experience.
- Knowledge of food and nutrition.
- Previous work experience in food service with cooking experience preferred.
- Knowledge of safety and sanitary conditions required when preparing and handling food.
- Previous supervisory experience preferred.

**License requirements:**

- N/A.

**Essential Duties:**

- Identifies with, shares in, and displays a commitment to the mission, philosophy and overall strategies of the Franciscan Sisters of Perpetual Adoration.

- Prepares food for the residents, staff and guests according to recipes and instructions.
- Carries pans, kettles and trays of food to and from work areas, stove and refrigerator.
- Properly stores food in designated areas.
- Observes and enforces practices of proper food safety and sanitation; ensure cleanliness of all food service areas and equipment used. Maintains cleaning schedule and record keeping.
- Ensures compliance with federal, state, and local work safety regulations; ensures safe working conditions exist and are practiced in the food service operation.
- Washes pots, pans, trays and utensils used in the kitchen area.
- Sweeps and mops kitchen floors.
- Manage the workflow of the PM kitchen staff including delegating tasks.
- Regularly monitors performance and provides coaching for performance improvement and development; recommends training opportunities.
- Completes annual performance evaluations.
- Helps to train and onboard new hires and develop and grow current staff.
- Focuses on team building, direct problem solving, conflict resolution and ensuring that the needs and desires of the sisters are met.
- Assist with hiring, training and developing, and coaching department staff.
- Advises Food Service Director of staffing needs and personnel issues.
- Provides prompt, courteous customer service and works with the Food Service Director to resolve customer issues.
- Fosters a positive atmosphere and strong sense of team within the staff.
- Understands and supports Departmental operations, policies and procedures.
- Communicates clear, concise and accurate information to staff and Food Service Director.
- Communicates ideas to the Food Service Director for broader areas of improvement including the menu.
- Greets Sisters, guests, and staff in a courteous manner.
- Assist in the cleaning of the kitchen equipment, food storage area, and supply areas according to the facility schedule.
- Washes dishes, utensils, pots, pans, walls, storage shelves, racks, carts, and laundry.
- May assist at special food service functions, receptions, banquets, etc.
- Assists with training new hires and developing current staff.
- Reports unsafe conditions or equipment to Food Service Director immediately.
- Participates in department meetings.

**\*\*Other Duties as Assigned\*\***

### **Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Previous work experience in food preparation preferred. Food Managers Servsafe certificate attained within 1 year.

- Strong supervisory, organization and coordinating skills.
- Must respect the confidentiality of others.
- Customer service oriented; willingness to maintain and foster the tradition of Franciscan hospitality.
- Supervisory, organization and coordinating skills.
- Strong communication skills.
- Must possess the ability to work efficiently and effectively with a diverse group of people and in cooperation with coworkers.
- Ability to use good judgment.
- Must be dependable and able to work both A.M. and P.M. shifts, holidays and weekends.
- Knowledge of safety procedures, including safe temperatures at which ingredients must be kept and to which food must be prepared to avoid foodborne illness
- Ability to work as part of a collaborative team
- Calm demeanor to work in a sometimes high-stress, fast-paced environment
- Ability to use food preparation equipment

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to talk and hear and taste and smell.
- The employee is frequently required to use hands to finger, handle or feel; and reach with hands and arms.
- The employee is frequently required to stand, walk, and balance, stoop and crouch.
- Requires the ability to handle tools, such as a knife for chopping, slicing, cutting and dicing
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific correctable vision abilities required include close, vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; frequently exposed to wet and/or humid conditions, frequently exposed to hot and cold temperatures and occasionally exposed to extreme cold in the freezer. The employee is frequently exposed to toxic or caustic cleaning chemicals, harsh detergents, degreasers, and risk of electrical shock.

The noise level is usually quiet to moderate.

**Prerequisite:** Physical exam, Tuberculosis screening test, drug screen, criminal background check

### **Disclaimer clause**

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

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Signature

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Date