

**SAINTJOHN'S COMMUNITIES
JOB DESCRIPTION**

JOB TITLE: Sous Chef Taylor's

REPORTS TO: Executive Chef

STANDARD PRECAUTIONS: Category III

FLSA CATEGORY: Non-Exempt-Hourly

JOB CODE: 19

JOB OBJECTIVE:

Oversees, supervises, and participates in the production of luncheon and dinner meals for Windsor, Stratford, Taylors, Canterbury residents and staff in a gracious appealing manner according to all State/Federal regulations/codes and Saint John's policies, procedures, practices, and practices. Works together with all members of the community to uphold and further the mission, vision, principles and values of the Saint John's Community.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Must have 3 years experience of kitchen leadership in a fine dining or healthcare environment with demonstrated skill in quality meal production, knowledge of quality standards or Associates Degree in Culinary Arts.
2. Must have or obtain within 3 months of hire from the National Restaurant Association "Servsafe" Certification.
3. Must demonstrate the ability to comprehend and follow established procedures and a range of verbal/written instructions with a high degree of accuracy, judgment, and decision making to organize and manage workflow.
4. Must read, write and speak English in an understandable manner.
5. Must demonstrate dependability and excellent communication and problem solving skills, be honest, exhibit a warm, cheerful, caring manner and be regularly at work, on time, as scheduled.
6. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements.
7. Must be professional in actions, neat attire appropriate to the position, excellent customer service skills, and desire to work with and serve older adults.
8. Must demonstrate the ability to comprehend and follow established procedures, be able to multi- task, be able to work independently and perform various duties without close supervision.

ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES:

1. As assigned by the Executive Chef, oversees all and performs scheduled hot and cold food production duties efficiently to meet established meal schedules/service and quality control standards; Reads and correctly interprets diets, production forecast records, service instructions, resident menus to insure accurate execution of normal/therapeutic resident meals and special functions; Monitors/samples on a daily basis, all food served in Windsor, Stratford, Canterbury Neighborhoods and Taylor's Restaurant and evaluates for wholesomeness, palatability, temperature, portion control, temperature, and presentation.
2. As assigned by the Executive Chef, instructs/trains/supervises Food Service staff; to read/correctly interpret/follow standardized recipes to insure consistent product quality, yield, a wide variety of cooking methods and appropriate service and set-up in Taylor's; to council employees on performance issues as discussed with Executive Chef or a member of the Human Resource Team.
3. Participates in weekly meetings with departmental staff to review menus, production requirements, resolve concerns, coaches Hospitality II & III and Cooks; brings unresolved issues to the Executive Chef.
4. Pulls/labels/date meats for weekly menus and with receipt of food and supply deliveries. Inventories stock and places orders for fresh, frozen, canned, and all stock items from various vendors as directed;

verifies invoices/packing slips for receipt of food and supply deliveries and reports shortages/errors/problems; alerts when low and out-of-stock food and supply items to be re-ordered. Discusses budget related matters with Executive Chef and brings strategies forward on cost containment and ways to decrease waste.

5. Cooks to-order items and/or batch cooks steaks, hot sandwiches, fried items and vegetables as required by menu; purees/grinds/chops meats and other foods as required for individualized diets; Performs garde manger duties including but not limited to preparation of pates, canapes, cold trays and display garniture; Butchers/carves meats to order.
6. Follows correct food handling procedures; uses disposable spoons for food sampling, thaws foods in refrigerator or sealed under cold water, cools leftovers in shallow (under 2") pans, covers/dates/labels leftover perishables and uses within 72 hours, uses separate cutting board for meats and produce to avoid cross-contamination, stores raw meats below cooked products to avoid cross-contamination, uses thermometers to insure that products are out of 45° to 140° danger zone during preparation/storage/service, wears disposable gloves/uses utensils as appropriate, uses only sanitized knives/utensils, maintains work areas and food processing equipment in a clean/sanitary/orderly manner, at all times. Ensures all staff understands and follow.
7. Standardizes recipes and food production methods/procedures; Suggests/tests menu and recipe ideas for inclusion and completes daily food production utilization records.
8. Assures that all resident/client rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.
9. Maintains confidentiality of all department and organizational information.
10. Knows and follows existing lines of communication and authority.
11. Works tactfully and cooperatively with residents, clients, families, visitors, and staff throughout the organization.
12. Attends in-services, meetings, seminars as required and changes schedule or works overtime to meet the needs of the residents.

Person Centered Care/Professional Integrity and Responsibility

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e. Fostering relationships between residents, family and staff; Each person is to be known as an individual who can and does make a difference; We nurture the spirit as well as the mind and body; We promote growth and development for all; and, We create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

WORK SETTING/ENVIRONMENT:

Work is performed in well-lighted areas, standing for long periods of time, with continuous exposure to noise, high humidity, wetness, and temperatures up to 85°F. There is continued exposure to burns and bodily injuries during frying/grilling with grease/oil, handling/lifting heavy, hot food pans, processing fruit and vegetables and meats, walking on wet or greasy floors or when operating slicing and food processing equipment. There are frequent exposures to temperatures between 0° to 40°F when preparing/storing/retrieving salads/other cold items from refrigerator/freezer and frequent exposures to electrical and/or mechanical equipment hazards with occasional exposure to hazardous cleaning chemicals. Seldom are there exposures to blood/body fluids.

EQUIPMENT USED:

Commercial ovens, steamer, mixer, blender, food processor, garbage disposal, slicing machine, ranges, broiler, steam table, microwave oven, deep fryer, toaster, sink, knives, ladles, scoops, other utensils, large pots, pans, measuring cups, chafing dishes, menus, printed forms, phone, computer, fax machine pencils/pens.

PHYSICAL/SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Physical Strength: Must be able to frequently push/pull/lift/move objects weighing up to 35 pounds, and occasionally push/pull/move food carts weighing over 50 pounds.

Manual Dexterity: Must be able to continuously perform moderately difficult manipulations when slicing/chopping/paring food and setting equipment time/temperature controls.

Coordination: Must be able to continuously perform tasks requiring hand/eye coordination and steadiness of motion as when using food service tools and equipment, measuring ingredients, portioning food, and pouring liquids.

Mobility: Must be able to continuously stand and walk for prolonged periods; reach over the shoulder, twist, bend to the floor and frequently remain in uncomfortable positions for prolonged periods, as when bending over work or stove.

Speech: Must be able to frequently speak clearly and make self understood in face-to-face interactions with food service staff and occasionally when speaking to staff, residents, and customers of Taylor's.

Emotional Stability: Must be able to continuously deal effectively with stress created by a noisy kitchen environment, changing menu requirements, mealtime schedules, multiple tasks, dissatisfied residents/ customers, or uncooperative staff.

Vision: Must be able to frequently discriminate colors and see objects closely to read food labels, menus, and to ensure presentation is to standard.

Hearing: Must be able to continuously hear normal sounds and voice patterns within a moderately noisy kitchen environment.

Smell: Must be able to continuously assess food wholesomeness and distinguish differing food aromas, spoiled foods.

Taste: Must be able to continuously distinguish separate flavorings, seasonings, etc.

Concentration: Must be able to continuously concentrate on moderate detail with frequent interruption when reading recipes/menus/production records.

Attention Span: Must be able to continuously attend to task and function for more than 60 minutes at a time.

Conceptualization: Must be able to frequently understand and relate to specific ideas generally several at a time. Must frequently understand and use concepts behind specific ideas, as cooking characteristics of meats/other foods, recipe standardization, modified diet rationale, use of commercial equipment.

Memory: Must be able to continuously remember verbal and written tasks/assignments for a full shift.

EMPLOYEE RESPONSIBILITY IN AN EMERGENCY: Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
 2. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
 3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Revised:6/2020