

SAINTJOHN'S COMMUNITIES JOB DESCRIPTION

JOB TITLE: Bistro – Cook / Wait Staff

REPORTS TO: Bistro Manager

STANDARD PRECAUTIONS: Category III

FLSA CATEGORY: Non-Exempt-Hourly

JOB CODE: 20-1

JOB OBJECTIVE:

Prepares and serves daily meals for Bistro in a gracious appealing manner according to all State/Federal regulations/codes and Saint John's policies, procedures, and practices. Works together with all members of the community to uphold and further the mission, vision, principles and values of Saint John's Community.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Must be at least 16 of age and Serv Safe certified within 6 months.
2. All cooks and servers that work in the neighborhoods need to receive CBRF training within 90 days of hire.
3. Some additional training in culinary preferred.
4. Must have 1 year of customer service experience.
5. Must demonstrate the ability to comprehend and follow established procedures and a range of verbal/written instructions with a high degree of accuracy.
6. Must read, write, and speak English in an understandable manner.
7. 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.
8. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements.
9. Must be professional in actions, neat attire appropriate to the position, excellent customer service skills, and desire to work with and serve older adults.
10. 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. Performs all assigned hot and cold food production duties efficiently to meet established operating hours and quality control standards; Reads and correctly interprets, production forecast records, service instructions, and special functions; Monitors/samples daily, all food served in Bistro and evaluates for wholesomeness, palatability, temperature, portion control, and presentation.
2. Packages and dates sweet items to sell to residents, staff, and guests.
3. Stocks store items, condiments, coffee, and grab and go items.
4. Follow job flow charts daily and ensure all tasks are completed in accordance with the chart. Puts dishes up, and places Fruit, Salads, Sandwiches and dates all items to sell in the Grab and Go Cooler
5. Cooks to-order items and/or batch cooks meat, hot sandwiches, fried items, and vegetables as required by the menu; Prepares and assembles individual salads, cold plates, sandwiches, etc. daily.
6. Clears Bistro tables, cleaning, mopping of ceramic floors and stock pantry areas per safety and service policies/guidelines; fills and sets up dishwasher, scrapes and washes dishes, pots and pans and loads / unloads clean dishes and puts in storage, cleans and sanitizes equipment including dishwasher, food carts, refrigerator, sinks and work tables, washes/sanitized tables and chairs, empties garbage
7. Uses POS system for resident and visitors meals according to the procedures and meal charge schedule. Provides excellent customer service. Follows all established cash handling procedures.
8. 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 meat, produce and ready to eat items to avoid cross-contamination, stores raw meats below cooked products to avoid cross-contamination, uses thermometers to insure that products are out of 40° 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. Performs dishwashing, pots/pans, and cleaning duties per sanitation and infection control standards checking for proper wash and rinse temperatures (140-190 degrees).

9. reports shortages/errors/problems; alerts when low and out-of-stock food and supply items to be re-ordered.
10. Assures that all resident/client rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.
11. Maintains confidentiality of all department and organizational information.
12. Knows and follows existing lines of communication and authority.
13. Works tactfully and cooperatively with residents, clients, families, visitors, and staff throughout the organization.
14. 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 the 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, grill, steam table, microwave oven, deep fat fryer, toaster, sink, knives, ladles, scoops, other utensils, large pots, pans, measuring cups, chafing dishes, menus, printed forms, phone, 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 on the phone to nursing staff and residents.

Emotional Stability: Must be able to continuously deal effectively with stress created by a noisy kitchen environment, menu requirements, mealtime schedules, multiple tasks and working cooperatively as a part of the food service team.

Vision: Must be able to frequently discriminate colors and see objects closely to read traycards, food labels and menus.

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.

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 tasks 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, such 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:12/2020, 02/2023