

JOB DESCRIPTION

POSITION:	Lead Cook
REPORTS TO:	Residential Program Manager
SUPERVISES:	No supervisory responsibilities but does direct other staff
PRIMARY FUNCTION:	Oversee kitchen operations and food service in a 24hour residential treatment program serving approximately 24 residents
CLASSIFICATION:	Hourly non-exempt; can expect to work some holidays, evening, night and/or weekend shifts

PRIMARY RESPONSIBILITIES:

The position plans, prepares and cooks high-quality, nutritious meals for residents consistent with the program's food and nutrition policies. Demonstrate effective engagement skills with residents who have experienced substance use disorders as well as possible co-occurring disorders and who are now working on their recovery process. Duties include but are not limited to:

- Inspect and accept delivery on meals and foods being delivered and hold until ready for serving, monitoring proper food temperature, rotating and storing food properly.
- Prepare and cook designated or parts of meals for residents in accordance with a prepared menu.
- Oversee kitchen clean up, ensuring kitchen areas are constantly clean—ranges, serving area, cooler, freezer, mixer, slicer, floor, equipment, pantry, dining room, garbage, recyclables, etc.—ensuring all dishwashing and kitchen clean-up duties are begun within 30 minutes after each meal and are completed by end of shift.
- Provide oversight of residents and volunteers working on clean up, assuring kitchen is maintained in compliance with sanitary and organizational requirements.
- Purchase food, dining room and kitchen supplies within an established budget, provide receipts for all expenditures to supervisor or designated staff member.
- Respond to requests for service and assistance by residents and inform clinical staff of inappropriate or unusual behavior, medical emergencies, or incidents arising while in the kitchen.
- Attend and participate in required training, organization or unit meetings.
- Perform other duties as assigned.

ESSENTIAL SKILLS AND FUNCTIONS:

- Knowledge of food preparation and cooking methods on a large-scale.
- Some knowledge of the materials and equipment used in large-scale cooking operations.
- Some knowledge of health and safety standards utilized in a food service operation and a licensed health care facility.
- Weigh and measure ingredients, properly using recipes in order to produce a standard product.
- Ability to stand for an extended period of time without a significant rest period.
- Ability to work with persons with active addiction to alcohol and other drugs and manage difficult or emotional resident situations.
- Ability to perform simple arithmetic and communicate effectively.
- Reliable work attendance and ability to work some evening, weekend and holiday hours.
- Ability to maintain confidentiality with sensitive information in accordance with 42 CFR and 45 CFR.

MINIMUM QUALIFICATIONS:

- High school diploma or general education degree (GED)
- One year of institutional food service preparation, presentation and purchasing experience.
- Some understanding of alcoholism and drug addiction, treatment and recovery supports.
- Possession of a current WA State Food Handler’s Permit;
- Maintain a valid Washington State Driver’s License, acceptable driving record and be able to operate a company vehicle without restriction.
- No patient relationship to Evergreen Recovery Centers in past three years.
- Must comply with smoke-free workplace; non-smoker preferred.
- TB test or screen is required at time of employment and annually thereafter. CPR and First Aid training will be required in first month and annually thereafter.
- No history of misuse of alcohol or other drugs for a minimum of one year prior to employment with Evergreen Recovery Centers and no recreational use of marijuana.
- Offer of employment is conditional upon Criminal Background Check from the Washington State Patrol and ability to pass a post-offer, pre-employment drug test and agreement to agency’s drug free workplace policies, including compliance with random and/or for-cause drug-testing.

PHYSICAL DEMANDS: Job requires regular sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, and writing. While performing the duties of this job, the employee is regularly required to: sit; use hands to finger, handle or feel objects, implements or office equipment; talk and hear; stand for extended periods of time without a significant rest period; walk, reach with hands and arms; stoop or kneel. Employee must be able to regularly lift up to 25 pounds and occasionally lift up to 50 pounds. Specific vision abilities required by this job include close, distance and color vision and the ability to adjust focus. **Language Skills:** Ability to read and understand procedures, memos and forms. Ability to write clearly and cohesively and to record patient observations effectively orally and in writing. **Reasoning Ability:** Ability to assess situations, analyze options and apply procedures to interactive situations. **Work Environment:** The noise level in the work environment is usually moderate, with noise generated by adults rather than machines.

DISCLAIMER:

Evergreen Recovery Centers reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including primary responsibilities, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals. Any offer of employment is conditional upon review of current criminal background check and ability to pass a pre-employment drug test.

ACKNOWLEDGEMENT:

I acknowledge that I have read this job description and the requirements set forth above and certify that I meet these requirements and can perform all these functions.

Employee	Date	Supervisor	Date
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