

Rendezvous Pointe Job Description

Position: Assistant Cook, Full-Time

This position assists the Head Cook/Kitchen Manager in preparing meals at Rendezvous Pointe Senior Center, including:

- Filling in as head cook when needed
- Provide the Center's main baking needs (breads, pies, desserts, etc.)
- Assist in assembling home delivery meals
- Assist with inventory and meal planning
- Assist in putting away stock when deliveries come in

Duties

- Have friendly and outgoing personality in order to maintain good relationships with Senior Citizens, Center Staff and other Agencies.
- Responsible for the supervision of all facets of meal(s) preparation, serving and clean up under the direction of the Kitchen Manager.
- Direct and manage all kitchen staff under guidance of the Kitchen Manager.
- Assist with menu planning and meal preparation, ensuring adherence to recipes, nutrition, and portion sizes.
- Operate kitchen equipment safely and efficiently to support meal preparation.
- Assist with ordering and inventory of foods & food products.
- Awareness of all cost control measures.
- Awareness of all State and Federal standards and regulations in order to maintain health, sanitation, and safety in the dining and kitchen area.
- Follow all food safety standards in handling, storage, and sanitation practices to prevent contamination.
- Maintain and improve when possible, the quality of the meal program.
- Awareness of all Title IIIC standards and regulations to be followed:
 - Reading and taking temperature of the freezer, refrigerator, and steam table.
 - Make sure all food is at the right temperature before leaving the kitchen or cooking area. Check and post temperature(s) as per required by the State.
- Supervise and assist with kitchen clean-up including refrigerators and freezers.
- Maintain cleanliness and detailing of entire kitchen, including prep and serving areas.
- Maintain confidentiality at all times in and out of the Center.
- Read and adhere to Rendezvous Pointe Policy and Procedure Manual.
- Attend staff meetings.
- Other duties as required.

Requirements

- Previous baking experience preferred.
- Knowledge of menu planning, food preparation, and cooking techniques.
- Experience with food handling safety standards in a restaurant or food industry setting.
- Skilled in operating kitchen equipment such as knives, slicers, ovens, and mixers.
- Certifications: CPR/First Aid/AED and ServSafe.
- Physical Ability: Able to lift up to 50lbs.
- Licensing: Valid driver's license with clean 5-year Motor Vehicle Report from the DMV.