



OBLATE SERVICE CORPORATION

IMMACULATE HEART OF MARY RESIDENCE

JOB OPENING

The **Immaculate Heart of Mary Residence** is seeking candidates for the following employment opportunities:

Position Title: **COOK**

Position Status: **On-Site, Non-Exempt- Part-time, Tewksbury, MA**

Summary of Description

The Cook assists with the preparation of food to be served at IHM Oblate Residence complying with all applicable sanitation, health and personal hygiene standards and following established food production programs and procedures. Is also responsible for appropriate use of facility supplies.

Essential Duties and Responsibilities

- Prepares food to be served using established production procedures and systems; determines amount and type of food and supplies required and ensures availability of supplies and food.
- Sets steam table; serves or ensures proper serving of food for tray line or dining room.
- Complies with established sanitation standards, personal hygiene, and health standards.
- Observes proper food preparation and handling techniques.
- Stores food properly and safely, marking the date and item.
- Reports necessary equipment repair and maintenance to supervisor.
- Correctly prepare all food served following standard recipes and special diet orders.
- Assists with food production to coordinate with meal serving hours so that excellence, quality, temperature, and appearance of food are preserved.
- Write down on Grocery List food items that need to be ordered on a weekly basis.
- Always Keeps work area neat and clean; cleans and maintains equipment, storerooms, freezer and cooler used in food preparation.
- Completes food temperature checks before service.
- Makes sure food is pulled for upcoming meal.
- Takes out trash, helps dishwasher, and locks up the kitchen each evening.
- Reports any damages or malfunctions to the Manager.
- Performs other duties as assigned by the Manager.

Education and Experience

- High School degree or equivalent, required.
- Minimum of two years of management experience is preferred.

Skills and Qualifications

- Knowledge of proper food handling procedures, tools and equipment used, required.
- Knowledge of proper food preparation, handling and storing techniques, required.
- Knowledge of kitchen safety procedures and cleaning chemicals, required.
- Strong Collaboration and communication skills, required.
- Customer/client focus, required.
- Excellent time management skills required.
- Flexibility required.
- Stress management and composure skills required.
- ServeSafe certification, required.

Work Hours

16-24 hrs. per week. Day and hours vary

**Interested candidates can send resume to mbutler@omiusa.org
*Employee referrals are welcomed***

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer