



*Continuing the Japanese Tradition
of Care and Support for Seniors*

JOB DESCRIPTION

Cook (Weekend/Holiday) (san mateo)

GENERAL JOB SUMMARY:

Responsible for the planning, preparation and service of meals for the Kimochi San Mateo facility.

CLASSIFICATION:

Non-exempt (hourly):

Saturdays, Sundays, Holidays: 8 hours per day

Work Time: 10:30 am – 6:30 pm

SUPERVISION GIVEN AND RECEIVED:

This position does not provide direct supervision to staff and is supervised by the Director of Resident Services and/or Care Manager.

ESSENTIAL FUNCTIONS:

- Prepare meals as specified by a pre-planned menu.
- Knowledge of Japanese-style meals preferred
- Package and deliver meals to senior citizens.
- Ensures that meals are served to meet standards of quality and that meals are served promptly at scheduled times.
- Utilize health department accepted standardized sanitary and food safety procedures.
- Responsible for the cleanliness of the kitchen facility/storage/machinery, including but not limited to the refrigerator, freezer, stove, rice cooker, and slicer.
- Responsible for the submission of an inventory list(s) of food and supplies used on a daily, weekly, monthly basis to the Director of Resident Services and/or Care Manager.

ABILITIES:

- Lift, push, pull, or carry objects.
- Follow instructions and work procedures.
- Work independently to perform and complete job functions.
- Develop cooperative working relationships with others.
- Interact with diverse individuals at all levels within the organization and members of the public, including senior citizens, volunteers and employees.

KNOWLEDGE, EDUCATION AND EXPERIENCE:

- Minimum High School graduate or GED equivalent.
- Current Serve Safe certificate
- Three years of kitchen/culinary experience required: cooking, food preparation, ordering, etc.
- Previous experience working with social service organizations or senior citizens.
- Bilingual in Japanese and English preferred to facilitate communication with senior citizens served by organization.