

## Job Posting Form

Date Posted: 12/7/2018

Send completed application to: Ann Zilliox  
Diocese of Buffalo  
795 Main Street  
Buffalo, NY 14203  
E-mail: [azilliox@buffalodiocese.org](mailto:azilliox@buffalodiocese.org)

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week \_\_\_\_\_ Full-Time:

Job Title of Open Position: Cook – Retirement Home, Tonawanda NY

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Diocese of Buffalo Department \_\_\_\_\_

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

**PRIMARY FUNCTION:** The cook provides healthy and well prepared meals for retirement residences

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepare and serve meals
- Set up and clean up the dining room
- Keep kitchen and pantry cleans including the stove, refrigerators, freezer, microwave, utensils and equipment.
- Plan meals
- Provide for medical dietary needs
- Prepares and cooks a variety of foods.
- Washes and prepares ingredients for cooking.
- Assist in proper sanitation in kitchen area including but not limited to proper removal of trash, recycling, grease and food waste, sweeping, moping, cleaning, dishwashing, and other tasks.
- Cleans and sanitizes kitchen and serving area.
- Prepares serving area for breakfast and lunch items.
- Uses all kitchen equipment with care and proper safety precautions.
- Maintains a clean, orderly, well organized kitchen and serving area.
- Maintain food storage in accordance with Hazardous Analysis Critical Control Plan ("HACCP") and Health Department regulations.
- Consistently complies with all policies and procedures.
- Constantly maintains high performance standards at work with regard to personal behavior and interactions with staff, community and outside organizations.

### Desired Skills

Associate's Culinary Degree preferred; HS diploma with 2 years Experience

E.O.E.

How to Apply: By Mail  E-Mail  as above. **Applications are accepted until this position is filled.**