



Kitchen Shift Leader Job Description

Summary: Responsible for preparing and serving food.

Qualifications:

- High school graduate or equivalent
- Physical and emotional capacity, education and experience to respond to the needs of the resident
- Physical demands such as; standing, walking, sitting, bending, climbing stairs, hearing, seeing, kneeling, lifting up to 50 pounds
- Ability to effectively communicate with confidence, clarity, precision, and professionalism
- Must be at least 18 years of age

Duties and Responsibilities:

- Assist/cook in daily function of kitchen
- Function as Kitchen Supervisor in his/her absent
- Maintain quality control of kitchen
- Ensure staff is following Kitchen Supervisor's directions
- Provide coverage for any absent server and inform Kitchen Supervisor of staff time
- Proper food is set up for advanced meals
- Keep Kitchen Supervisor informed of inventory
- Complete assigned cleaning
- Keep a friendly atmosphere during working hours
- Ensure residents dietary restrictions and diet
- Serve food in a timely fashion while maintaining an appetizing appearance and proper temperature
- Help maintain a pleasant and cheerful, home-like environment
- Attend mandatory facility training
- Complete required training according to state and federal regulations
- Perform other duties as assigned

Employee Signature _____ Date _____

St. Monica's Representative _____ Date _____