



# ***OBLATE SERVICE CORPORATION***

## ***Immaculate Heart of Mary Residence***

486 Chandler Street Tewksbury, MA 01876  
Ph: 978-851-7258

### **JOB OPENING**

The Oblate Service Corporation is seeking applicants for a **COOK** position at the **Immaculate Heart of Mary Residence**. Many of the residents are independent or semi-independent. The IHM Residence is inspired by the compassion and love of Jesus Christ ministering among the sick and needy. The staff focuses on one priority: providing the absolute best for faith-filled, personal, professional, and holistic care for every resident.

**POSITION:** **COOK**

**POSITION STATUS:** Full-time, Non-Exempt

**SUMMARY:** 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. 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 prepares 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. Keeps work area neat and clean at all times; 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

**WORK HOURS:** 40 hours per week. Days and hours are flexible.

**EDUCATION/SKILLS:** High school diploma or equivalent, required. One-year prior experience in a food service position, required. 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.

**JOB CLOSING DATE:** Until Filled

Qualified candidates should send their resume to: [ddonjon@omius.org](mailto:ddonjon@omius.org) or [mvaldez@omiusa.org](mailto:mvaldez@omiusa.org)

*Employee referrals are welcomed*

*Oblate Service Corporation and its affiliates are an Equal Opportunity Employer*