

J-Sei Home, LLC

JOB DESCRIPTION

for

HEAD COOK

INTRODUCTION

This position is located at the J-Sei Home, 24954 Cypress Ave., Hayward, California. It requires a self-motivated person to work independently under general supervision from the Administrator of J-Sei Home. Working in a team of caregivers, staff, and the Administrator to provide care and supervision to frail elderly in a 24 hour, 7-days a week program. The Care Home is a residential environment, and not an office. In all aspects we make sure that the clients are well cared for. Work hours are Monday through Friday from 10:30 am to 7:00 pm.

DESIRED SKILLS AND REQUIREMENTS:

1. Experience in cooking Japanese cuisine, and also have experience with a variety of different menus, such as American, Western, Chinese, etc.
2. Experience cooking for elderly some who have physical or health-modified or restricted diets.
3. Experience with dieticians, and/or clients with dietary limitations for low-salt, cholesterol restricted, diabetic, vegetarian, or other special diets.
4. Experience or some knowledge of providing eldercare (past experience can be care you provided to an elder family member).
5. Experience supervising others in a cooking or restaurant environment.
6. Experience in menu planning. Ordering food and preparing some or all aspects of the day's menu.
7. Completion of Food Safety and Handling Course required by the Department of Social Services. Serve Safe Food Certification.
8. 18 years of age or older.
9. Able to communicate in English. Japanese-speaking highly desirable.
10. Minimum 2 years responsible cook experience.

RESPONSIBILITIES:

1. Plan Daily menus for Breakfast, Lunch, Dinner and 3 snacks 7 days per week. Make menu changes when necessary due to supply, seasonal or purchase order adjustments.
2. Orders foods and instructs staff on preparation and on days absent orders food for assistant cooks to prepare and serve, such as weekends, holidays, vacation days.

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3. Maintains Cook's Files: a) copies of special diet instructions for each resident, including any allergies (such as peanut, seafood, eggs, etc.) and precautions (soft or modified soft, no red meats, etc.). b) Food and Supplies Inventory Control (usage, destroyed and replenished) Records. c) Record of weekly temperature checks for freezer, refrigerator & oven. d) Biweekly log of water temperature in all locations of building. e) Book of recipes used in our Home and notes on dislikes and dislikes expressed by residents with any modifications to meet the demands of the resident's palate. f) Suggestion or Complaint file, including all such issues raised by residents or staff. g) Log of "Called in" repairs and maintenance of kitchen equipment and machines (stove, hood, oven, fire extinguishers, etc), including hot water system, as needed. Note date of notification to Administrator.
4. Maintains Cook's Daily Menu plans with changes noted. Must be kept current for review by State Licensing Program Agent (LPA) who make unannounced inspection visits.
5. Post menus daily or weekly for all to follow.
6. Meeting notes or communiqués from residents, families or staff and follow up responses, if any.
7. Orders, shops, picks up, and delivers or arranges for delivery of all food in and out.
8. Stocks, controls, and inventories in pantry, refrigerator, freezer, and stock rooms. Accounting for use-by dates. Lock and key certain foods that have to be controlled due to resident restrictions or sensitivity. Rotate by date, so that nothing gets beyond pull date. Disposes and/or destroys any foods which are past the pull date, or shelf date.
9. Maintain inventory of foods needed to assist in taking medicine, such as: apple sauce, milk, jello, pudding, juice, crackers, etc. (i.e. meds that must be taken with food or specific drink.) Order and bill residents (through Administrator) who must also take liquid supplements, such as, Ensure Plus (liquid drink) or energy or protein bars for increased caloric intake
10. Prepares, and helps serve all main meals, Monday through Friday. Supervise and train staff who assist in the kitchen in proper procedures for serving.
11. Makes sure all staff who must handle food take the Serve Safe Food certification. Report to Administrator anyone who needs to pass certification. They cannot serve food without the Serve Safe Food certification.
12. Washes cookware and dishes, and/or supervises kitchen help (if any, or volunteers, if any) and keeps kitchen clean and sanitary.
13. In charge of garbage disposal and weekly refuse pick up schedule for whole house. Remind all staff or post notices of refuse pick up days. Replenishes garbage bags, receptacles, rubber gloves, masks (as needed). Caregivers are responsible for any hazardous waste disposal, and

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- must work with Head Cook to make sure they have sufficient receptacles, and safety materials, and protective wear to do so.
14. Sanitation and communicable disease control: Plans, instructs or trains and supervises all assisting cook staff to serve food safely and without contamination. Able to adhere to precautionary and sound sanitary practices in cleaning kitchen, preparing foods, storing, usage.
 15. Uses or disposes all leftovers within 2 days of service. Must know when to dispose of foods after contamination or beyond usage dates.
 16. Anticipates balanced diets, including days when the resident is away from home or taken outside with family, or goes to the Senior Center or social events. Offer something if they have not eaten, or check to see if they are hungry before meal service. Also coordinate with Medication Aid on Intake medication schedule.
 17. Consults with nutritionist as needed.
 18. Consults and Anticipates "Special Day" menus: weekend brunches, family/visitor get-togethers, holiday meals, emergency (evacuation, brown bags) meals, or monthly birthday party. In house vs. pot luck type social gatherings.
 19. Purchaser. May also be asked to place orders for household items and non-food supplies, cleaners, linen, laundry detergent, bleach, etc. as required by care staff or Administrator.
 20. Education and continuing education courses and training for food safety and handling, new recipes, menu planning and balanced meals, culturally diverse dishes, etc.
 21. Work with Administrator to carry out the objectives of the J-Sei Home LLC Board of Directors. Follow their instruction, lead or direction.
 22. Accept supervision by Administrator. Inform Administrator of menu changes. Refer all administrative and management questions to the Administrator.

SCHEDULE

- Meals are put on the table as follows: Breakfast service 8:30 and 9 am. Lunch between 11:30 am. and 12:00 noon and 12:30 and Dinner from 5:30 pm. to 6 pm. Residents may take from 30 minutes to 1 hour to finish eating.
- Snack times: 10:15 am and 3 pm
- Work Schedule, Monday to Friday 10:30 am to 7:00 pm

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- Assisting cook staff (can be caregiver) part-time will prepare and serve meals when Head Cook is not able or available to do so.
- Saturday & Sunday meal service can vary. Discuss with Administrator any changes to the meal times and special events happening.

OTHER REQUIREMENTS

- References from past employers who can attest to good character, cook's abilities and work habits. References from friends or past co-workers who can attest to your workability and past work attitude.
- Job requires First Aid Certification (no CPR or AED training is required.) Especially how to perform abdominal thrusts to dislodge food that may be choking a resident.
- Criminal Background clearance from the Department of Justice (DOJ) and Federal Bureau of Investigations (FBI). Fingerprinting required via Live Scan.
- Negative results on a current tuberculosis test, and health certificate from doctor.
- Full COVID-19 vaccination and proof of negative PCR test taken no more than 72 hours before the first day on-site

To Apply or For More Information Contact:

Mary Hart, Administrator mary@j-sei.org