

**GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.**

**JOB VACANCY**

**COOK/KITCHEN MANAGER**

**JOB SUMMARY**

Full time. Cook/Kitchen Manager will provide nutritional needs of our patients/consumers. In this role, Cook/Kitchen Manager will prepare and serve food that follows specific, predetermined standards and nutritional or dietary guidelines. This is essential to the health of our patients/consumers. We are looking for someone with experience in both food preparation and nutrition. Applicants with experience in group/home care or cooking for individuals with strict dietary restrictions are highly desirable. This role will include other residential duties.

**SUPERVISION:** Cook/Kitchen Manager would be supervised by the program director or his/her designee.

**DUTIES AND RESPONSIBILITIES**

Prepare food that adheres to the nutritional needs of our patients/consumers, following portion control standards as necessary. Serve food in residential dining area and deliver food trays to rooms in other programs as needed. Assist with cleaning tasks. Prepare weekly menu with House Manager and residential consumers for each week. Focus on cooking from scratch at least two times weekly and work with residents on meal prep, cooking and shopping skills. Facilitate an inservice group for the residents one time weekly. Oversee general cleanliness of kitchen and residence by assigning thorough cleaning by residents and completion of chores throughout the day. Ensure bed bug/dryer procedure is complete for any incoming residents/consumers. Ensure all beds contain mattress covers and rotate mattresses, etc. Budget food costs. Order from vendors biweekly to monthly. Practice one stop shopping, getting all supplies for the week in one trip and purchase in bulk. Obtain competitive food bids for major supplies and keep a price comparison notebook. Inventory and rotate stock weekly, using the food and supplies purchased first and checking for expired and/or spoiling food daily. Conduct monthly Inventory to include label & take pictures and add to inventory list of all used and new items. Send copy to finance department 3 times a month. Coordinate day time activities for residents. Assist with Family Night snack preparation. Assist with the Supportive Living transfers. May be required to provide transports. May be required to perform breathalyzers and supervise toxics randomly or per counselor request. EOE. Pre-employment background/post offer drug screening required. Valid NYS Driver's license and method of transportation required. This is an hourly nonexempt position.

**QUALIFICATIONS**

High school diploma or GED certificate. Food handler's card or completed a food handling safety course via the county or state. Experience with food preparation and nutrition. Attention to detail and works well with individuals.

**VACANCY AT:** 424 East Main Street, Batavia

**FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@gcasa.org](mailto:kcorcoran@gcasa.org)

POSTED: 8/20/2021

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.