



PEACHTREE HILLS PLACE
AN ISAKSON LIVING COMMUNITY

JOB DESCRIPTION

TITLE: Personal Chef

REPORTS TO: Certified Dietary Manager

GENERAL SUMMARY:

The Personal Chef is responsible for the kitchen in the Household. The Personal Chef is responsible for the menu, food ordering, preparation, delivery and clean-up for their respective kitchens. They work with all members of the household to deliver member centered care centered around food. Personal Chefs must be able to think critically and have the ability to shape their practices and responses to specific situations around individual member's needs and preferences. This involves fully assessing a situation, thoroughly probing cause-and-effect. Potential resources, possible options and determining possible solutions/responses that are member-centered and appropriate.

ESSENTIAL JOB DUTIES:

- Plans all menus for the household with collaboration from Dietary Manager, household members, and Care Partners.
- Orders all food items needed for menu items, engagement and social events within the household.
- Prepares all soups, stocks, sauces; boils, braises and roasts items as per standardized recipes.
- Prepares and serves all sautéed, fried, grilled, steamed and baked items as per standardized recipes.
- Prepares or directs the preparation of all food served, following standard recipes and special diet orders. Plans food production to coordinate with meal serving hours, so that excellence, quality, temperature and appearance of food is preserved.
- Determines amount and type of food and supplies required for daily menus and seeing that supplies are obtained from storage areas in adequate time for meal production.
- Demonstrates good communication and listening skills with Members, guest, vendors and staff.
- Offers proactive alternatives to address negative deviations and challenges.
- Maintains ServSafe Certification.

Non-essential Job Duties:

- Maintains assigned work station in a safe and sanitary condition.
- Maintains acceptable standards of personal hygiene and complies with department dress code.
- Attends in-service training and education sessions as assigned.
- Performs specific work duties and responsibilities as assigned by supervisor.

QUALIFICATIONS:

- Ability to understand and follow instructions in English, communicates effectively, and performs simple arithmetic. Ability to understand measurements and conversions.
- A minimum of three years' experience as a cook in a hotel, restaurant, club, **nursing facility**, or similar institution.
- Ability to plan and organize work, to interpret instructions, recipes, specifications and standards.
- Knowledge of kitchen equipment operations and maintenance. Some knowledge of nutrition and diet.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to stand or walk for up to **12** hours per day. Must be able to bend, stoop, and stretch frequently throughout the day. Moderate to heavy physical effort needed infrequently. Must possess the ability to stand for long periods of time and be able to demonstrate manual dexterity for preparing food. Ability to use standard industrial kitchen appliances required. Must be able to lift up to 50 lbs. independently. Will be exposed to extreme temperatures (freezers and stoves-range burners) for short periods of time along with industrial cleaning chemicals. Must be able to see, hear, and communicate with others.

Department Philosophy

The Food Service Department of Peachtree Hills Place is in place to provide Quality service to Members, their guests, and staff. It is the responsibility of everyone in the department to do their best to make sure this service is provided every day and to uphold the Peachtree Hills Place Mission Statement and Promise. Food Service is a seven day a week, 365 days a year Department and all employees must maintain a commitment to excellence in the services provided by the Department and Peachtree Hills Place in its entirety. Food Service employees promote effective communications and a fair and equitable treatment of all Members, guests, vendors and staff.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature _____

Date _____

Supervisor or HR Personnel Signature _____

Date _____