

### **Position Description:**

**Mental Health Resource Center** is looking for a **Cook** at our inpatient psychiatric facilities. This facility provides inpatient and outpatient behavioral health services.

The primary objective of the Cook is to prepare and serve three meals and two snacks daily, ensuring compliance with nutritional requirements. This position would maintain adherence with all cleaning and sanitation requirements and requires interaction with individuals who have a mental illness.

The essential functions include but are not limited to:

- Prepares breakfast, lunch and dinner.
- Supervises serving of breakfast, lunch and dinner.
- Assists with clean-up of meals.
- Adheres to cleaning schedule-keeping work area clean at all times.
- Assists with rotating stock and storing of all food items in proper area.
- Requests all food items needed from Food Services Director.
- Prepares two snacks (3 p.m. and 8 p.m.) daily, or as directed by the meal schedule.
- Demonstrates knowledge about all governing regulations relating to sanitary food service, as outlined by State of Florida, Department of Health, and County Health Department.

### **Position Requirements:**

In order to be considered, candidates are required to have a High School diploma or equivalent preferred.

One year of institutional or hospitality cooking preferred. Must be able to complete ServSafe training.

Excellent customer service skills are essential and the Cook must be able to interact appropriately with internal and external customers, including individuals served, families, caregivers, community service providers, supervisory staff and other department professionals.

Requires ability to travel to satellite facilities as requested.

### **Position Details:**

Full Time Shift: Monday through Friday, days (rotating weekends and holidays)/ MHRC South

***This full time position offers a comprehensive benefits package.***