



234A U.S. Army Juan C. Fejeran Street Barrigada, Guam 96913
Tel: 671-635-1409 Fax: 671-635-1444
Website: <http://www.catholicsocialservicesguam.org>
E-mail Address: css@guam.net

Announcement Number: 22-14

Who can apply: PUBLIC

Announcement Open: February 18, 2022 – until filled

Position Title	Program
COOK	KARIDAT

NATURE OF WORK IN THIS CLASS:

Leads and participates in a variety of cooking functions of the care home. The employee in this position will collaborate and consult with the program Registered Nurse, Lead Treatment Specialist and will report directly to the House Manager during their shift. Employee must be able to engage persons with disabilities in meal preparation with compassion, patience and enthusiasm. Employee must be flexible to work various shifts if needed.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; and may not include all the duties listed.)

Assist, engage, and respect care home residents' involvement in snack and meal preparation in accordance with individual treatment plans.

Assist in purchasing food, recommending proper quantities and items based on resident demand and dietary needs.

Cooks regular and special diet foods according to prescribed menus and recipes.

Prepares meat dishes, soups, sauces, vegetables, eggs and a variety of other food for breakfast, lunch and dinner, including special diets.

Ensures that nutritional, sanitation, and safety standards are followed and maintained.

Leads in the portioning of foods; ensures that food taste palatable by tasting food prior to serving.

Assist in planning menus and making food substitution.

Ensures nutritional, sanitation, and safety standards are followed and maintained.



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Implements program polices, training and safety in the kitchen.

Ensures that the dining areas are maintained; leads in the setting of the kitchen.

Maintains and completes an inventory of food pantry, food supplies and prepares requisition to replenish supply.

Serves food in the kitchen for dining room.

Cleans and sanitizes kitchen area, utensils and equipment after every meal.

Follows ecological waste disposal of food packaging and food waste.

Maintains records and prepares reports as required.

Performs related duties as required.

Education/Experience:

- A High School Diploma or GED is required.
- Minimum 6 months experience cooking for and serving large groups of people is required.
- Valid Driver's License
- Institutional Health Certificate
- Food and Beverage Health Certificate
- TB Clearance
- Must submit to and pass a mandatory drug test

REQUIRED DOCUMENTS: To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO
Executive Director

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