

Position Title: Facility Cook
Program: Klamath Basin Recovery Center Program
Program Location: Klamath Falls, Oregon
Supervisor: Program Director
Employment Status: Part-Time Regular
FLSA Classification: Non-Exempt, Hourly
Salary/Wage: \$14.00 - \$18.37 DOE

Overview: Provides necessary services to ensure the clients have nutritious meals while they are staying at the residential program. The facility cook needs to have a commitment to the mission of the agency and furthering that mission in the community. Must understand and fully adhere to the BCTS Ethics Statement. The Facility Cook is also responsible for following proper and efficient food handler practices. Must be willing to comply with the policies and practices of BestCare Treatment Services. The candidate must be available to work Friday – Sunday at a residential care facility.

Duties:

1. Manage and account for food inventory, purchase, and budget
2. Plan all meals at least a week in advance
3. Be responsible for all kitchen facilities, sanitation, care, and maintenance of equipment
4. Ensure all health guidelines and standards are observed
5. Prepare three meals per day for each of five “work-days” of week
6. Keep all cooking and food preparation areas clean and sanitary
7. Manage client food & beverage rules and guidelines
8. Maintains strict confidentiality of all clients who are receiving services at this facility
9. Performs other duties as assigned by supervisor

Minimum Requirements:

Have knowledge, skills, and abilities demonstrating competence in the following essential job functions: experience in the preparation of food, purchase of food and food related items (e.g. spices, protective wraps) and the planning of menus.

Is responsible for following proper sanitation rules for the kitchen and food handling, to ensure the safety of the clients and staff. Must possess a current Food Handlers License. License will be renewed and kept current at all times.

Have the ability to work independently and also have the skills to be a team player. Must have the ability to get along with co-workers. Possess the ability to network with all resources in order to provide the best customer service. Use good customer service skills with the clients or family members seeking help from our program.

Tools and Equipment Used:

The facility cook will be expected to be familiar with and competent in the use of all kitchen equipment and utensils including stoves, refrigerators, microwaves, dishwashers, and any utensils and other equipment used in the proper preparation of food.

Physical Demands:

The physical demands inherent in this position are representative of those an employee would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms, to stand, walk, and use their hands to operate objects or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, and to talk and to hear. The employee must occasionally lift and or move up to (25) twenty-five pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete the application using the link below, and submit along with a cover letter, resume with personal email address for correspondence, any applicable licenses, certifications or degrees with transcripts, and contact information for three supervisory/professional references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)