

Center for Ageless Living  
Senior Living Systems, Inc., Spa N Cuisine, Inc., Personal Living Systems, LLC  
P.O. Box 7207, Albuquerque NM 87194  
505-865-8813



## **Title: Culinary Assistant**

**Job Description:** Your job is to assist with preparing delicious dishes in our kitchen. You'll complete routine kitchen tasks such as preparing workstations and ingredients so that our food matches the recipes. Our Culinary Assistant/Prep Cooks needs to be able to follow instructions and all health and safety rules in our kitchen. Candidates need to be capable of functioning in a fast-paced team environment.

**Responsibilities:** Culinary Assistant/Prep Cooks are in charge of preparing cold foods, including vegetables, salads and fruits. This includes preparing these ingredients for more complicated recipes – such as chopping onions, peeling potatoes and crushing garlic – which are then cooked by the more experienced chefs in the kitchen.

**Provide Customer Service:** Culinary Assistant/Prep Cooks sometimes work with wait staff and customers to address their concerns, such as mistakes made on a person's order, quickly preparing a minor replacement dish, such as a salad, or conveying any more complicated issues to the rest of the kitchen staff.

**Stock the Kitchen:** Organizing, stocking and dating newly delivered ingredients are important tasks for Culinary Assistant/Prep Cooks. This ensures no time is wasted on the part of the kitchen staff when trying to locate key ingredients, as well as ensuring that the ingredients most readily available are the ones closest to expiration.

**Maintain Records:** Culinary Assistant/Prep Cooks are often asked to record and report the status of various ingredients. This includes letting management know when the kitchen is running low on supplies. They also must ensure the chef's preparation requirements and production schedules are met, so the kitchen can run at maximum efficiency.

### **Core skills:**

- Following orders promptly and efficiently
- Being able to spend hours on your feet, in places of extreme heat or cold
- Knowing state and federal regulations regarding safe food handling
- Managing stress
- Learning new skills quickly
- Measures ingredients and prepares them in accordance to chef's specifications
- Washes and peels ingredients in order for them to be used in different meals
- Cuts and portions different types of meat according to specifications
- Prepares different types of food from the menu, following carefully the recipes
- Makes stock soups to be used during cooking process

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- Prepares drinks and cocktails according to chef's specifications
- Portions the food and prepares the dishes for plating
- Packages take-away food for clients
- Places food trays under food warmers, so that the food arrives in good conditions at the table
- Distributes the plates to be served to the waiting staff
- Accepts or rejects ingredients from food suppliers, based on their appearance and quality
- Keeps track of ingredient quantities and ensures there are always enough for the day/week
- Stores ingredients in dedicated containers, making sure that they are best preserved
- Informs superiors when the ingredients stock is getting low or when the kitchen tools do not work properly
- Cleans and sanitizes the working surfaces, tools, utensils and working area
- Carefully supervises the food temperature and the temperature from cooling rooms, to ensure that the ingredients kept are kept at the appropriate temperature
- Swipes the remaining food from plates and puts them in the dishwasher/washes them
- Vacuums/sweep dining area and washes the kitchen floor before closing

**Experience:**

- Background as a Culinary Assistant/Prep Cook or related experience
- Manual dexterity to ensure proper operation of kitchen utensils and cutting tools
- Effective communication skills
- Proficient in English
- Adept at performing tasks well in a fast-paced environment
- Able to spend continual time standing

**Training and Development**

1. Ensure you know how to use appropriate equipment
2. Complete mandatory induction and training courses, as and when required
3. Maintain professional knowledge and competence

**Health & Safety**

1. To be responsible for your own Health and Safety and that of anybody else who may be affected by your acts or omissions
2. To complete risk assessments on activities, outings and events as necessary
3. Promote safe working practice in the Center for Ageless Living's 0881 Campus

**General Duties**

In addition to the above, there are some general requirements that apply to all jobs in the Center for Ageless Living Homes:

1. Take responsibility for the safeguarding of adults, and follow the Center for Ageless Living policy as required
2. Participation in team meetings
3. Participation in training activities
4. Participation in team supervision and personal development review

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5. Participation in quality assurance systems
6. Take responsibility for personal development by keeping abreast of developments in the field of restaurant hospitality and caring for older people

**All duties must be carried out to comply with:**

1. Notification of accidents and other health and safety requirements
2. Statutory legislation in particular the health and hygiene regulations
3. Nationally and locally agreed codes of good practice
4. Fire precautions
5. Equal opportunity and the Center for Ageless Living anti-discriminatory policy

**Compensation:** \$10 Hourly

**Reports to Nicole Perea:** Spa 'n' Cuisine Hospitality Manager