



[August 6, 2021]

[Cook for Hospice House]

Part-time (12-15 Hours per week)

JOB DESCRIPTION SUMMARY:

Responsible for the proper and accurate meal preparation for patients who reside in Hospice House. This part time position will involve preparation of lunches and dinners for up to twelve patients, with particular attention paid to their individual diet orders. Most importantly, the Guest Wing Cook will play an important role in bringing comfort and pleasure to our patients in their final days.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES:

Responsibilities of the hospice house cook include, but are not limited to, the following:

1. Responsible for preparing meals including advance preparation of weekday and weekend meals. Prepares meals according to menus, special dietary or nutritional restrictions, or numbers of portions to be served
2. Works with our consulting dietician to ensure provision of balanced, individualized meals that support the welcoming, home-like environment of the Guest Wing.
3. Responsible for supply inventory, rotation of food items, reviewing for expired food items in pantry, refrigerator, and freezer. Maintains inventories and prepares shopping list for meal planning and volunteer shoppers.
4. Follows all sanitation and PPE protocols to ensure adherence to standards. Foods are dated, labeled and stored properly.
5. Clean and inspect equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation. Responsible for washing dishes, maintaining a clean kitchen.
6. Ensure compliance with all applicable standards for food preparation and storage.
7. Develops collegial relationships with dietician, staff, and volunteers.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Experience in food preparation
3. Industrial/Commercial kitchen experience.
4. Current Safe Serve Manager Training and Certificate

SKILLS REQUIRED:

Talbot Hospice is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.



Bring your heart to work!

1. Must understand job assignments and be able to complete them with confidence, maintaining the highest standards of care and regulatory requirements.
2. Must follow instructions and meet changing conditions in a professional manner.
3. Must be able to lift, bend, stand, and carry items necessary for kitchen.
4. Work over hot stove,
5. Able to lift at least 30 pounds.
6. Follows all infection control and sanitation protocols.

Interested Applicants should complete an application and submit along with cover letter and resume to: tcorbin@talbothospice.org or mail to Talbot Hospice Foundation, Attn: Traci Corbin, 586 Cynwood Drive, Easton, MD 21601

ABOUT TALBOT HOSPICE

Founded in 1981, Talbot Hospice provides compassionate care, comfort and support for patients and their families and caregivers wherever they call home. Talbot Hospice serves patients facing life-limiting illnesses and their loved ones through hospice and palliative care as well as its Pathways and Bereavement Programs. Services are available to patients and caregivers regardless of ability to pay. Learn more at www.talbothospice.org.

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