

BENZIE SENIOR RESOURCES

Assistant Cook

Reports To: Executive Chef

FLSA Status: Non-Exempt

Employment Type: Full-Time, Monday- Friday, 7am – 3pm, No evenings or weekends

Position Summary

Benzie Senior Resources recognizes older adults in Benzie County as vital members of our community and deeply value their wisdom, experience and contributions.

The Assistant Chef is responsible for ensuring the daily integrity of kitchen operations and providing supervisory support to kitchen staff in the absence of the Executive Chef. This role requires practical culinary skills, attention to sanitation standards, and the ability to work effectively within a team-oriented kitchen environment. The Assistant Chef must also model and reinforce Benzie Senior Resources' values of Relationship/Teamwork, Trustworthiness/Integrity, and Respect/Dignity in all interactions.

Key Responsibilities

Food Preparation & Service

- Use a variety of techniques and kitchen knowledge to prepare daily menu items.
- Assist with the Executive Chef's prep list.
- Prepare ingredients in advance of service.
- Help plate meals for Home Delivered Meals clients.
- Monitor hot and cold food during lunch service.
- Maintain clean and ready workstations before, during, and after each shift following the Daily Kitchen Checklist.
- Clean dishes as needed.

Kitchen Operations

- Cover for the Executive Chef when they are performing managerial duties or unavailable.
- Ensure the kitchen is closed properly using the established checklist and secure the building when assigned.
- Communicate equipment issues, food quality, shortages, and safety concerns.
- Monitor and maintain compliance with sanitation standards and local health regulations.

- Ensure end-of-day kitchen and dining/activity room tasks are completed by kitchen staff, including projects from the Cleaning Project List.
- Ensure that all workstations are appropriately cleaned and fully stocked before and after each shift.

Team Support & Supervision

- Provide supervision and guidance to kitchen staff in the absence of the Executive Chef.
- Report performance concerns or end-of-shift issues to the Executive Chef.
- Promote a professional, team-oriented kitchen environment.
- Maintain a positive and professional image with customers, guests, and volunteers.
- Demonstrate strong communication skills and effective coordination with the kitchen team.
- Assist with staff break coverage.

Qualifications

- High School Diploma or GED required.
- Minimum of 3 years of kitchen preparation and cooking experience required.
- Supervisory experience.
- Serve Safe Training Certificate preferred or need to obtain during employment.
- Must be able to lift to 60 pounds and perform physical duties such as reaching, bending, and stooping.
- Strong communication and coordination skills required.
- Ability to maintain a professional image with customers, guests, and volunteers.

Pay: \$20.00 an hour

Full time benefits include health care insurance, dental and vision coverage, retirement with employer contribution, generous PTO, professional development, holiday and snow day pay, extensive Employee Assistance Program, life insurance, short, long-term disability and cancer protection election and longevity/tenure payments.

Equal Opportunity Employer

It is Benzie Senior Resources policy to recruit, hire, train, and promote in all job titles without regard to race, color, religion, sex, gender, national origin, ancestry, physical and mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law.