



## **JOB OPPORTUNITY**

**Job Title:** Assistant Chef  
**Reports To:** Registered Dietitian  
**Job Location:** Seattle, WA  
**Hours/Schedule:** Full Time, Part Time

### **工作機會**

**職位：**副廚  
**上級：**註冊營養師  
**地理位置：**華盛頓州西雅圖市  
**職務：**全職或兼職

## **JOB DESCRIPTION**

This position is responsible for coordinating various operation functions, including, but not limit to the following: meal preparation, monitoring tray line, assisting and substituting the duties of the Executive Chef to ensure the quality of dietary services.

### **工作簡介**

此職位負責協調各種廚房的工作包括（但不限制於）：準備飯菜，監察托盤線，幫助或者輔助主廚，確保餐飲部門提供最佳的服務。

## **ROLE AND RESPONSIBILITIES**

- Assists with overseeing the sanitation system of the kitchen; make sure that all foods have labels and dates
- Take inventory of food and equipment; maintain production tally sheets
- Check deliveries and oversees storage system of food and supplies, may place order for replenishment as needed
- Monitor the condition of equipment and cooking utensils
- Take record of food and refrigerator temperatures
- Report all accidents concerning staff and residents to supervisor immediately
- Perform other duties as required

### **工作職責**

- 協助主廚監察廚房的清潔衛生系統。確保所有的食品都標有正確的日期
- 盤點食材和器具庫存，記錄食物清單
- 接受食品遞送，監察庫存系統，定期補貨
- 定期檢查廚房器具
- 記錄食物和冰箱的溫度
- 及時向上級報告所有事故
- 做其他被要求的工作

## QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Must have a Food Handler Permit upon hire. Food Handler Permit must remain current during employment
- Must be able to read, write, speak, understand, and communicate clearly in English; a secondary Asian language such as Cantonese, Toishanese, Mandarin, Vietnamese, Korean, Japanese or Tagalog highly desired
- Able to cook East Asian food
- Knowledge of WAC laws for Assisted Living Facility and Adult Family Home preferred
- Able to pass a background check through DSHS, WSP and fingerprinting
- Ability to work independently and in a team
- Demonstrate, lead, and inspire excellent customer service to our residents
- Ability to work under pressure and constant interruptions
- Maintain professional working relationships with all associates, vendors, residents, including their families
- Demonstrate good judgment, problem solving and decision making skills

## 任職資格、知識和技能

- 在被僱傭時，副廚必須要持有華盛頓州食物衛生證，並且在僱傭的期間保證食物衛生證一直有效
- 副廚必須能夠聽，說，讀，寫英語。如能說寫一門亞洲語言（粵語、台山話、普通話、越語、韓語、日語、塔加拉語）最佳
- 能夠做亞洲飯菜
- 了解華盛頓州輔助生活設施管理行政法規的候選人會被優先考慮
- 候選人必須可以通過指紋調查，社會健康服務政府部門以及執法部門的背景調查
- 候選人要有獨立工作的能力，同時也要有團隊精神
- 理想的候選人要有能力要向我們的住戶展現健安高質量的服務
- 候選人要能懂得調節壓力，並且能在緊張的環境下工作
- 副廚要與住戶和其他的工作人員保持良好的互動
- 候選人要具備良好的判斷，解決問題和果斷的能力

**TO APPLY:** Please send resume to Hiring Manager via [Careers@kinon.org](mailto:Careers@kinon.org). Only qualified individuals being considered will be contacted for an interview.

如有興趣申請此職位請將簡歷發給人事部經理 [Careers@kinon.org](mailto:Careers@kinon.org)。只有具備上述能力和符合要求的候選人才被考慮此職位。

## ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On achieves a major capital expansion to include an Assisted Living Facility and Adult Family Home.

## 關於健安

健安是一所逾三十年歷史的非牟利護理機構，肩負為大西雅圖地區亞裔服務的使命。健安本著敬重和支持大西雅圖地區亞裔耆老與家庭之理念，竭誠為其提供符合文化及語言的醫護、社會及教育服務。健安之護理及社康服務包括一所24小時的復康及護理中心、家居照顧服務、親屬照顧者支援、慢性病管理服務、康健樂頤活動。為了滿足社區日益增長的護理需求，健安擴展全新的耆老生活輔助中心/成人家庭護理中心。

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-Verify.

健安是一個實行平等僱傭條例的雇主。我們平等的考察所有申請人不管以下因素：人種、膚色、宗教信仰、性別、性向、性別表象、信條、血統、年齡、殘障、基因信息、祖先、國籍、婚姻狀況、老兵還有/或者軍事地位，或者其他受法律保護的人群。這份申請表上沒有一道問題是基於上面列出來的各種因素來篩選候選人的。健安參加E-verify。