



JOB OPPORTUNITY

Job Title: Head Chef
Reports To: Registered Dietitian
Job Location: Seattle, WA
Hours/Schedule: Full Time, Non-Exempt

工作機會

職位：主廚
上級：註冊營養師
地理位置：華盛頓州西雅圖市
職務：全職，非豁免員工

JOB DESCRIPTION

Kin On is seeking a full time Head Chef, reports directly to the Registered Dietitian. The role is to oversee the food and nutrition service of two supportive housing facilities: Kin On Assisted Living Facility and Kin On Adult Family Home. The role prepare meals, plans, organizes, develops, and directs the overall operations of food services to ensure daily provision of quality nutritional services in accordance with all state, federal and local regulations regarding food and nutrition service and consistent with Kin On's mission.

工作簡介

健安現在聘請一位全職的主廚，直屬上司是註冊營養師。這個職位主要負責兩個健安耆老生活輔助設施的餐飲服務。這個職務負責為住戶準備飯菜，並計劃、組織、開發、帶領整個廚房的運營並確保健安輔助設施住房項目提供的餐飲服務達到州政府，聯邦政府和地方有關部門的標準，同時也要符合健安的使命。

ROLE AND RESPONSIBILITIES

SUPERVISING:

- Responsible for the handling all food services in accordance with sanitary procedures and standards
- Monitor overall food service operation of the facility and does inspections on a routine basis to make sure its compliance with state and federal rules and regulations
- Work with Registered Dietitian and administrator to participate in interviews – hires – terminates – reviews staff performance (irregularities) in the dietary department and makes recommendations as appropriate, orients new staff
- Promote harmonious relationships among staff, residents, families, and other disciplines
- Instructs staff on proper and safe operation of kitchen equipment while taking prompt action to address any unsafe conditions and equipment problems

工作職責

管理職能

- 主廚要根據衛生條例和標準完善健安耆老生活輔助設施的餐飲服務
- 監察整個餐飲服務設施的正常運轉，並且根據州和聯邦的法律條款進行定期檢查
- 主廚有義務與註冊營養師和管理員一起面試、僱傭、開除、評估餐飲部門員工的工作表現（以及違規行為）並能夠及時提出合理的建議和培訓新的員工
- 主廚要促進員工、住戶、住戶家屬以及其他人員之間的良好互動
- 主廚有責任培訓員工使用廚房設備，實踐食品衛生安全，並且在危險情況下或者廚房設備出現問題時及時提出解決措施

ESSENTIAL FUNCTIONS:

- Plan menus, develop / follow standardized recipes and food production schedules
- Order food, supplies, and equipment for food preparation and service, reviewing all deliveries of food for quality, proper amounts and pricing within approved budget
- In case of emergency, cover shifts that are outside regular working hours as needed; coordinates food service for special occasions.
- Prepare and monitors cleaning schedule
- Greet and obtain feedback regarding the dining experience from residents, visitors, and staff
- Interact with residents courteously, respecting individual dignity and resident right by upholding confidentiality standards at all times
- Participate in safety committee, quality assurance program
- Accept, records and dispenses donated food items appropriately

主要職能

- 主廚要製定/研制符合營養標準菜譜和膳食程序表
- 主廚要在規定的預算之內，採購餐飲部門所需要的食品、原材料、廚房設備。接收訂購的食品、檢查質量、確保正確的數量和價格
- 在緊急情況，特殊的節日或者場合，主廚需要在正常工作小時外協助準備飯菜並協調餐飲部門的工作
- 主廚要製定期期的廚房清理日程
- 定期從住戶，來訪者和其他員工處獲取關於飯菜的反饋
- 主廚在於住戶互動的時候要有禮貌，尊重每一位住戶的個人權利，保密住戶的個人資料
- 主廚需參與安全小組，質量保障小組
- 主廚要接收，記錄和分配捐贈的食物

OTHERS:

- Attend appropriate workshop, seminars and / or other in-service
- Perform other duties as required

其他職能

- 參加課程，研討會和其他培訓
- 完成其他分配的工作

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
- 主廚必須能夠聽，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
- 主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

WORK ENVIRONMENT: The role resides primarily inside a temperature controlled facility with occasional outside travel as need arises. Frequent full range of motion used such as standing, sitting, walking, lifting (10-50lbs), manual dexterity, computer use, and exposure to common risks & conditions found in healthcare facilities such as blood, bodily fluids, IV equipment, various machines & monitoring devices, and wheelchairs.

工作環境： 這個職位主要處在一個常溫的工作環境中，偶爾需要外出。工作當中需要頻繁的全身運動比如說站，坐，走路，搬運（10-15磅），靈巧的手工能力，使用電腦。可能會接觸在一些在醫療機構常見的風險下，例如：血液，體液，IV 設備，各種機器，監控設備和輪椅。

TO APPLY: Please send resume to Hiring Manager via 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。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僱主。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。