

Category 1, 2, 3, 4
Universal Precautions
Apply (Circle One)

COOK JOB DESCRIPTION

Department: _____ Date of Hire: _____

General Purpose:

To prepare food in accordance with current federal, state and local standards, the facility's established policies and procedures, and as may be directed by the Head Cook and/or Director of Food Services, to ensure that quality food service is provided at all times.

Qualifications:

- * Must be at least 18 years of age
- * Completion of elementary education or otherwise show ability to read, write and follow oral and written directions
- * Must speak and understand English
- * Previous experience or completion of appropriate training program
- * Positive attitude toward the elderly

Essential Job Functions:

A. Dietary Functions

Duties:

Prepare and serve food and meals in accordance with planned menus and established portion control procedures; assist in ensuring proper storage of raw and leftover foods; assist and direct the daily or scheduled cleaning duties; and, perform all daily tasks in accordance with established Universal Precautions and sanitary, safety and infection control policies and procedures.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, reaching, bending, lifting, grasping, fine hand coordination, pushing and pulling, ability to distinguish smells, tastes and temperatures, ability to read and write in English,

ability to communicate with residents, personnel and support agencies and ability to remain calm under stress.

B. Residents' Rights Functions

Duties:

Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with Residents' Rights rules; and, review and promptly report to Director of Food Services all resident complaints and grievances.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel and ability to remain calm under stress.

Other Job Functions:

A. Safety and Sanitation Functions

Duties:

Ensure that the department and all food storage and work areas are maintained in a clean and safe manner and that necessary equipment and supplies are properly maintained and arranged; maintain habits of good personal hygiene; promptly report all hazardous conditions, equipment, accidents and incidents to the Director of Food Services and/or Administrator; and, dispose of food and waste in accordance with established policies and procedures, wearing protective clothing and equipment when handling infectious waste and/or blood or body fluids.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Reaching, bending, lifting, grasping, ability to communicate with personnel, ability to read and write in English and ability to distinguish smells.

B. Administrative Functions

Duties:

Assist the facility's Dietary Manager and/or Dietitian as necessary and implement recommended changes as required; review and process diet changes and new diets as received from Nursing Services and coordinate dietary services with other departments as necessary; review menus prior to preparation of food and inspect all trays to ensure completeness and accuracy of menu and diet

preferences; assist in standardizing work methods and establishing food service production lines to ensure meals are timely prepared; ensure that menus are maintained and filed in accordance with established procedures; and, complete necessary forms and reports to submit to Director of Food Services.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and personnel and ability to read and write in English.

C. Staff Development Functions

Duties:

Attend and participate in orientation, training and in-service educational activities; develop and maintain a good working rapport with all personnel to ensure that food service is properly maintained; and, participate and assist in departmental studies and projects as assigned.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with personnel and support agencies and ability to understand and follow training and in-service education.

D. Equipment and Supply Functions

Duties:

Assist in inventorying and storing incoming foods, supplies and equipment and recommend to the Director of Food Services the equipment and supply needs of the department.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with personnel and support agencies and ability to read and write in English.

E. All Other Duties as Assigned

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice and that I am an at-will employee.

Date

Employee

Supervisor