



## **JOB DESCRIPTION**

**Job Title:** Cook

**Department:** Food & Nutritional Services

**Reports To:** Activities & Food Service Director

### **Position Summary:**

To prepare food in accordance with current federal, state and local dietary regulations, as well as the facility's policies and procedures, and to ensure that quality food service is provided at all times.

### **Qualifications and Requirements:**

1. Educational Requirements:
  - Completion of elementary education or otherwise show ability to read, write, and follow oral and written directions
  - Must be at least 18 years of age
  - Must be able to speak, read, and understand English
2. Experience Requirements: Previous cooking experience or completion of appropriate training program.
3. Special Skills or Training:
  - Positive attitude toward the elderly, ill, and coworkers
4. Physical Requirements:
  - Lifting: up to 50 pounds
  - Standing: 4 or more consecutive hours per shift
  - Walking: 4 or more consecutive hours per shift
  - Reaching: 4 or more consecutive hours per shift
  - Bending: 4 or more consecutive hours per shift
  - Grasping: 4 or more consecutive hours per shift
  - Hand Coordination: 4 or more consecutive hours per shift
  - Pushing & Pulling: 4 or more hours consecutive per shift
  - Ability to distinguish smells, tastes and temperatures
  - Ability to remain calm under stress

### **Essential Duties and Responsibilities:**

1. Prepare and serve food and meals in accordance with planned menus and established portion control procedures.
2. Ensure proper storage of foods. Ensure that all food storage, preparation, and distribution areas are maintained in a clean and safe manner and that necessary equipment and supplies are properly maintained and arranged.
3. Direct and assist in the daily or scheduled cleaning.
4. Perform all daily tasks in accordance with established Universal Precautions and sanitary, safety and infection control policies and procedures.
5. Promptly report all hazardous conditions, equipment, accidents and incidents to Activities & Food Service Director and/or Administrator.
6. Dispose of food and waste in accordance with established policies and procedures.

7. Assist the facility's Activities & Food Service Director and/or Dietitian as necessary and implement changes as required, ensuring that all dietary procedures are followed in accordance with policies.
8. Review and process diet changes and new diets received from Nursing and coordinate dietary services with other departments as necessary.
9. Review menus prior to preparation of food and supervise/inspect all trays/plates to ensure completeness and accuracy of menu and diet preferences.
10. Assist in standardizing work methods and establishing food service production to ensure meals are prepared in a timely manner.
11. Assist in ensuring that food and supplies are readily available and in inventorying foods, supplies and equipment. Recommend to the Activities & Food Service Director the equipment and supply needs of the department.
12. Ensure resident, patient, visitor, and employee safety while performing all duties and responsibilities.
13. Maintain Resident and Patient Confidentiality.
14. Know and comply with Residents' Rights rules.
15. Treat Residents, Patients, Visitors and Co-workers with kindness, dignity and respect at all times.
16. Attend and participate in orientation, training, mandatory education, in-services, staff meetings and education courses as instructed to further improve knowledge and skills.
17. Promote teamwork; encourage others to work to the best of their ability; assist with training of new co-workers, if needed.
18. Have a positive attitude; be willing to accept change; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor(s) and show respect at all times; speak well of company and job.
19. Lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called.
20. Follow company dress code.

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 other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date