



JOB DESCRIPTION

Cook

Department: Dietary
Supervisor: Food Service Supervisor
Shift: AM and PM
Status: Non-exempt

Qualifications

EDUCATION: High school diploma

CONTINUING EDUCATION

REQUIREMENT: Provided Online learning or in-service trainings

WORK EXPERIENCE: 1-3 years previous cooking experience with a school system, hospital or large retirement community.

GENERAL JOB SUMMARY

Prepares and serves meals according to seven week cycle menus. Monitors methods of food handling, preparation, meal service and equipment cleaning. Reports directly to Food Service Supervisor. PM cook is responsible for supervising PM dietary aides.

DUTIES AND RESPONSIBILITIES

1. Comply with facility's personnel, safety and corporate policies and procedures.
2. Comply with Nursing Department's policies and procedures.
3. Report witnessed allegations of resident abuse and/or neglect.
4. Treat residents, family members, visitors and team members with dignity and respect.
5. Maintain the confidentiality of all resident and family information.
6. Maintain electronic and/or written records without omitting or falsify information.
7. Ability to use and/or learn how to use in a proficient manner approved electronic devices that are used for documentation and/or recording keeping.

8. Will have active participation in QAPI including but not limited to meetings, implementation and continued development.
9. Report to work on time and as scheduled.
10. Coordinate food preparation and meal service.
11. Determine amount & type of food and supplies as required for daily menus.
12. Monitor food temperatures (hot and cold) prior to meal service.
13. Clean equipment and work areas after food preparation.
14. Supervise dietary staff in absence of Food Service Supervisor.
15. Accountable for the quality of the meals prepared for each meal.
16. Practices safe food and sanitation practices in accordance with state & federal regulations.
17. Maintains a clean & organized area to minimize cross-contamination.
18. Able to read & follow a therapeutic diet spreadsheet.

PHYSICAL ACTIVITY REQUIREMENTS
(Request to see Job Analysis)

Please understand that this Job Description is not intended to be an all-inclusive list of every task that you may perform, but a description of the minimal qualifications, essential functions, physical demands and abilities this job requires, with or without accommodation. For serious and qualified applicants, you are invited to schedule a tour of our facility with our Food Service Supervisor to see the endless opportunities that await you.

Keywords: Executive Chef, Cook, Chef, Sous Chef, Culinary, Dietary, Hospitality, Healthcare, Residential Care, Assisted Living, Senior living, retirement community, senior care, customer service, Facility Management, Retirement living, Food, Food Service, Health Care Services, Restaurant, Community Management, Management, Operational Management, Employee Management, Customer Service, Senior Care, Marketing , Event planning, hospitality management, hotel, resort community, seniors, goal oriented, retail, care taking, community manager, facility manager

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