

JOB DESCRIPTION:

POSITION TITLE: COOK

RESPONSIBILITY TO: DIETARY MANGER

POSITION SUMMARY: PREPARES MEALS ACCORDING TO PLANNED MENUS, RECIPES, PRODUCTION SHEETS AND SPECIAL DIETS. SERVES FOOD AND MAINTAINS STANDARDS OF STORAGE AND CLEANLINESS OF KITCHEN.

QUALIFICATIONS:

1. MUST BE 18 YEARS OF AGE.
2. DRESSES AND BEHAVES IN A PROFESSIONAL MANNER.
3. ABLE TO INTERACT EFFECTIVELY WITH RESIDENTS, THEIR FAMILIES AND STAFF.
4. MINIMUM SIX MONTHS EXPERIENCE PREPARING FAMILY STYLE FOODS.
5. ABLE TO WORK FLEXIBLE SCHEDULING INCLUDING SHIFT WORK, WEEK ENDS AND HOLIDAYS.
6. ABLE TO PERFORM TASKS INDEPENDENTLY AND WITHOUT CONSTANT SUPERVISION.

BASIC OBJECTIVES AND RESPONSIBILITIES:

1. PREPARE FOOD USING MENUS AND RECIPES FOLLOWING SPECIAL DIETARY REQUIREMENTS, BOTH ELDERLY POPULATION, AND FROM SPECIFIC SPECIAL DIETS FOR PARTICULAR RESIDENTS.
2. SERVES MEALS MONITORING PORTION SIZE AND PRESENTATION.
3. RECORD FOOD INTAKE FOR EACH RESIDENT AFTER EACH MEAL.
4. PARTICIPATES IN ALL CLEANING TASKS TO MAINTAIN A SAFE AND HEALTHY KITCHEN OPERATION.
5. STORE AND LABEL ALL FOOD AND SUPPLIES AS NEEDED.
6. COORDINATE WORK WITH OTHER STAFF TO ENSURE EFFECTIVE AND EFFICIENT FOOD SERVICE.
7. PERFORMS ANY OTHER DUTIES ASSIGNED BY THE MANGER AND/OR OTHER MANAGEMENT STAFF.
8. RECORD THE NUMBER OF RESIDENTS, GUESTS AND STAFF SERVED AT EACH MEAL.
9. ASSIST IN SERVING MEALS.
10. KEEP FOOD STORAGE AREAS ORGANIZED.
11. ASSIST AT SPECIAL EVENTS AS NEEDED.
12. MAINTAIN A KIND AND COUTEOUS MANNER TO RESIDENTS, CO WORKERS, AND GUESTS.
13. ABIDE BY CARVETH VILLAGE POLICIES AND ASSIST THE ADMINISTRATOR IN THE IMPLENTATION OF SAME.

PHYSICAL REQUIREMENTS:

1. ABLE TO LIFT 50 LBS. ALONE OR WITH 2 PERSON ASSIST.
2. ABLE TO BEND AND STOOP WITHOUT LIMITS.
3. SIGHTED SO AS TO BE ABLE TO SEE/READ SMALL PRINT AND HANDWRITING
4. ABLE TO SPEAK AND HEAR SO AS TO BE ABLE TO COMMUNICATE OVER THE PHONE AND IN PERSON.

SUMMARY: THIS JOB DESCRIPTION IN NO WAY STATES OR IMPLIES THAT THESE ARE THE ONLY RESPONSIBILITIES AND DUTIES TO BE PERFRMED BY THE EMPLOYEE. ALL EMPLOYEES IN THIS JOB CLASSIFICATION WILL BE REQUIRED TO PERFORM ANY RELATED FUNCTIONS AS REQUESTED BY THE DIETARY MANAGER OR ADMINISTRATOR.