

## POSITION DESCRIPTION

Job Title: Cook	Effective Date: 10/08
	Revised: 12/11

### Summary Description:

Responsible for preparing food in accordance with current applicable federal, state and local standards, guidelines and regulations, facility established policies and procedures, and as directed by the Nutrition Services Director (NSD) and/or Assistant Nutrition Services Director to ensure that quality food service is provided at all times.

### Essential Functions and Responsibilities:

1. Prepares food for regular and therapeutic diets according to the planned menu.
2. Prepares food using proper food handling and food safety techniques according to established policies and regulations.
3. Utilizes standardized recipes in the preparation of foods for regular and therapeutic diets.
4. Ensures that the proper quantity of food is prepared.
5. Makes only authorized substitutions to the planned menu and records the substitution according to established policy.
6. Ensures that food is prepared in accordance with established time schedules.
7. Prepares food for employees and special events as instructed by the NSD.
8. Keeps work area clean and uncluttered during preparation and service of food.
9. Uses the correct portion control utensils during the preparation and service of food.
10. Uses proper technique to taste prepared food to ensure quality taste and palatability prior to service.
11. Maintains the proper temperature of food during preparation and service. Records temperatures of food according to established policy.
12. Serves food according to the planned menu/spreadsheet and the resident's/ patient's food preferences and diet order.
13. Ensures that food is served in an attractive and appetizing manner.
14. Assists in checking trays during service to ensure meals are served accurately in accordance with the menu/spreadsheet and the resident's/patient's diet order and food preferences.
15. Ensures that meals are sent from the kitchen or serving area according to established time schedules.
16. Performs assigned cleaning tasks in accordance with established policies utilizing the proper cleaning chemicals.
17. Ensures that the nutrition department is maintained in a clean manner according to established policies.
18. Labels, dates and stores food properly according to established policies.
19. Ensures that refrigerator/freezer temperatures are within the appropriate range and reports any discrepancies to the NSD.



20. Washes pots, pans, serving utensils, etc. according to established procedures for manual and/or automatic dishwashing. Reports any problems with proper water temperature or sanitizer to the NSD in a timely manner.
21. Stores pots, pans, serving utensils, etc. so as to prevent contamination.
22. Ensures that food storage areas are kept clean and properly arranged at all times.
23. Assists in receiving, storing, and verifying invoices for incoming food, supplies, etc. as indicated by the NSD.
24. Ensures that an adequate supply of food, supplies, etc. is available at all times. Reports inadequate stock levels to the NSD in a timely manner.
25. Maintains the security of the nutrition department.
26. Ensures that the nutrition department is maintained in a safe manner according to established policies.
27. Reports all hazardous conditions/equipment to the NSD and/or maintenance as directed.
28. Reports all malfunctioning equipment to the NSD and/or maintenance as directed.
29. Reports all accidents/incidents as established by facility policies. Completes and files reports as directed.
30. Performs administrative requirements such as completing necessary forms, reports, etc., and submits to the NSD as directed.
31. Completes all work assignments within scheduled time frames.
32. Participates in the facility's Performance Improvement program.
33. Makes recommendations to the NSD regarding improvements in recipes, menus, production and service of food, equipment, etc. to enhance the quality of the food service.
34. Adheres to facility dress code.
35. Interprets nutrition department policies and procedures to personnel, patients/residents, visitors, family members, etc., as necessary.
36. Develops and maintains a good working relationship and cooperative attitude with intra-departmental personnel, as well as, other departments within the facility.
37. Creates and maintains an atmosphere of warmth, personal interest and positive emphasis, as well as, a calm environment throughout the department.
38. Maintains confidentiality of all pertinent patient/resident care information to ensure patient/resident rights are protected.
39. Assumes the responsibility of the Nutrition Services Department in the absence of the NSD as directed by Administrator.

#### **Other Duties:**

1. Participates in programs designed for in-service education, on-the-job training and orientation classes for newly assigned department personnel. (May include maintaining appropriate record-keeping requirements of when classes were held, subject matter, attendance, etc., as necessary.)
2. Participates and assists in nutrition departmental studies and projects as assigned or that may become necessary.
3. Attends and participates in workshops, seminars, etc., as directed.
4. Assists in standardizing the methods in which work will be accomplished.
5. Performs other duties as deemed necessary and appropriate, or as may be directed by the NSD or Assistant Nutrition Services Director.
6. May process diet changes and new diet orders as received from nursing service as directed by the supervisor.
7. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.



### **Standard Responsibilities:**

1. Supports the Facility.
2. Is knowledgeable of patient/resident rights and promotes an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with, and implements specific procedures and programs for:
  - A. Safety, including precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
  - B. Confidentiality and privacy of all data, including patient/resident, employee and operations data.
  - C. Compliance with all regulatory requirements.
  - D. Compliance with current law and policy to provide a work environment free from harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork:
  - A. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
  - B. Uses tactful, appropriate communications in sensitive and emotional situations.
  - C. Reports complaints, problems and concerns regarding co-workers, management or residents in accordance with facility policy.
  - D. Promotes positive public relations with patients, residents, family members and guests.
  - E. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
5. Agrees to comply with the Code of Conduct.

### **Employment Standards:**

- Education: Must possess, as a minimum, high school education.
- Experience: Must have minimum one year nutrition services experience in a skilled nursing facility, hospital, or other related medical facility. Must be able to cook a variety of foods in large quantities. Training in diet therapy, cost control, food management, and supervisory experience preferred.
- License/Other: Must have a reliable source of transportation. Must be 18 years of age to operate some pieces of equipment in accordance with regulatory requirements.

### **Working Conditions:**

Works in kitchen area and storage areas with exposure to hot/cold temperatures as well as throughout the facility. Must be able to move about intermittently during working hours including standing, sitting, lifting, bending, pushing, and pulling. Must be able to read, write and speak the English language. Interacts with residents, family members, staff, visitors, government agencies/personnel, etc., under all conditions/circumstances. Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility. May be involved in community/civic health matters/ projects. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses. Must



be able to effectively communicate with the management staff, medical staff, nursing staff, and other unit supervisors. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.

### **Receipt and Acknowledgment:**

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Job duties, tasks, work hours and work requirements may be changed at any time. I agree to follow the instructions and duties as directed by management.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor Signature

\_\_\_\_\_  
Date

