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Position:  
DINING SERVICES COOK

Reports to:  
DINING SERVICES MANAGER

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## JOB DESCRIPTION

### BROAD FUNCTION

The primary purpose of this position is to prepare food in accordance with current applicable federal, state, and local standards, guidelines and regulations and in compliance with all policies and procedures to assure that quality food service is provided at all times.

The Cook serves as a member of the facility's therapeutic team and may participate in developing and implementing special events and activities programs.

### Essential Functions

#### Administrative Functions

1. Review menus prior to preparation of food.
2. Inspect special diet trays to assure they are correct.
3. Perform administrative requirements such as completing necessary forms, reports, etc., and submit to the Director of Dietary.
4. Coordinate dietary service with other departments as necessary.
5. Work with the facility's Diet Technician as necessary and implement recommended changes as required.
6. Assure that all dietary procedures are followed in accordance with establishes policies.
7. Assist in standardizing the methods in which work will be accomplished.
8. Assume the authority, responsibility and accountability of Cook.

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9. Assure that menus are maintained and filed in accordance with established policies and procedures.
10. Assist in establishing food service production line, etc., to assure that meals are prepared on time.
11. Process diet changes and new diets as received from Director of Dining Services or Director of Personal Care.

#### Personnel Functions

1. Develop and maintain a good working rapport with interdepartmental personnel as well as other departments within the facility to assure that food service can be properly maintained to meet the needs of the residents.
2. Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the department.
3. Provide leadership for dietary staff through a positive example that emphasizes customer service excellence.

#### Staff Development

1. Participate and assist in departmental studies and projects as assigned or that may become necessary.
2. Attend and participate in workshops, seminars, etc., as directed.
3. Attend any multi-disciplinary meetings as directed by the Director of Dining Services.

#### Dietary Services

1. Prepare meals in accordance with planned menus.
2. Prepare and serve meals that are palatable and appetizing in appearance.
3. Service food in accordance with established portion control procedures.
4. Prepare food for therapeutic diets in accordance with planned menus.

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5. Prepare food in accordance with standardized recipes and special diet orders.

#### Safety and Sanitation

1. Prepare food in accordance with sanitary regulations as well as our established policies and procedures.
2. Assure that safety regulations are followed at all times by all personnel.
3. Follow established Infection Control and Universal Precautions policies and procedures when performing daily tasks.
4. Assist/direct daily or scheduled cleaning duties in accordance with established policies and procedures.
5. Assure that the department is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained.
6. Report all hazardous conditions/equipment to the Director of Dining Services immediately.
7. Report all accidents/incidents as established by department policies. Fill out and file reports as directed.
8. Assist in maintaining food storage areas in a clean and properly arranged manner at all times.
9. Dispose of food and waste in accordance with establishes policies.
10. Wear protective clothing and equipment when handling infectious waste and/or blood/body fluids.

#### Equipment and Supply Functions

1. Assure that food and supplies for the next meal are readily available.
2. Assist in inventorying and storing in-coming food, supplies, etc., as necessary.
3. Recommend to the Director of Dining Services the equipment and supply needs of the department.

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### Resident Rights

1. Maintain confidentiality of all pertinent resident care information.
2. Review complaints and grievances and make necessary oral/written reports to the Director of Dining Services within three (3) working days of the complaint/grievance.
3. Treat all residents fairly, with kindness, dignity and respect.
4. Knock before entering a resident's room.

### Programming Functions

1. As directed involve residents in meal preparation (i.e. making a salad, etc.) and clean up.
2. Work with the Activities and Personal Care Directors on activities programming.
3. Participate in resident activities as directed.
4. Make weekly rounds in both Dining Rooms and on the 4th floor to evaluate customer satisfaction.

### Miscellaneous

1. Assist in serving meals as necessary and on a timely basis.
2. Make only authorized food substitutions.
3. Assist in food preparation for special meals for parties, etc.

### Working Conditions

1. Works in well-lighted/ventilated areas. Atmosphere is warm for cooking.
2. Sits, stands, bends, lifts and moves intermittently during working hours.
3. Is subject to frequent interruptions.

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4. Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
5. Is subject to hostile and emotionally upset residents, family members, etc.
6. Communicates with the medical staff, nursing staff and other department supervisors.
7. Works beyond normal duty hours, on weekends, and in other positions temporarily, when necessary.
8. Attends and participates in continuing educational programs.
9. Is subject to falls, burns from equipment, odors, etc., throughout the work day.
10. Is subject to sudden temperature changes when entering refrigerator.
11. May be exposed to heat/cold temperature in kitchen/storage area.
12. May be exposed to infectious waste, diseases, conditions, etc., including the AIDS and Hepatitis B viruses.
13. Maintains a liaison with other department supervisors to adequately plan for dietary services/activities.

#### Education

1. Must possess, as a minimum, a High School education.

#### Experience

1. One (1) year dietary experience in a hospital, skilled nursing care facility, or other related medical facility preferred (but not necessary).

#### Specific Requirements

1. Must be able to cook a variety of foods in large quantities.
2. Must be able to read, write, speak and understand the English language.

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3. Must possess the ability to make independent decisions when circumstances warrant such action.
4. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
5. Must be a minimum of nineteen (19) years of age.
6. Must be knowledgeable of dietary procedures, as well as related laws, regulations and guidelines pertaining to hospital and adult home operation.
7. Must possess leadership ability and willingness to work harmoniously with and supervise professional and non-professional personnel.
8. Must be able to follow oral and written instructions.
9. Must maintain the care and use of supplies, equipment, the appearance of work areas, and perform regular inspections of food service areas for sanitation, order, safety and proper performance of assigned duties.
10. Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level they are currently functioning.
11. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing dietary practices.

Physical & Sensory Requirements - With or Without the Aid of Mechanical Devices.

1. Must be able to move intermittently throughout the work day.
2. Must be able to speak and write the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
5. Must function independently, have flexibility, personal integrity and the ability to work effectively with the residents, personnel and support agencies.
6. Must be in good general health and demonstrate emotional stability.

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7. Must be able to relate to and work with ill, disables. elderly, emotionally upset, and at times hostile people within the facility.
8. May be required to lift, push, pull and move equipment, supplies, etc., in excess of fifty (50) pounds.
9. Must be able to taste and smell food to determine quality and palatability.
10. Must be able to assist in the evacuation of residents.

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**Acknowledgment**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Dining Services Cook and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that tasks assigned to this position may involve exposure to blood/body fluids. I may be offered, free of charge, the hepatitis B vaccination.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and that such termination can be made with or without notice.

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Date

*Signature - Dining Services Cook*

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Date

*Signature - Dining Services Manager*