

JOB DESCRIPTION

Position	Cook
Department	Dietary
Reports to	Dietary Manager
Reporting to this position	Dietary Aid
Job Classification	Non-Exempt
Position Purpose	Prepares food in accordance with applicable federal, state, and local standards, guidelines, and regulations, with established policies and procedures.

Required Qualifications

- ❖ High school diploma
- ❖ One (1) year dietary/food service experience in a supervisory capacity in a hospital, nursing care facility, or other related medical facility preferred (but not necessary).

Major Duties and Responsibilities

Reviews menus prior to food preparation and prepares the meals.

Works with the Dietitian/Director of Food Services as necessary and implements recommended changes as required. Performs other duties, as assigned.

Ensures that food procedures are followed in accordance with established policies.

Performs administrative requirements such as completing necessary forms, reports, etc. and submits to the Dietitian/Director of Food Services.

Assigned Tasks

- ❖ Assist in establishing food service production line, etc., to assure meals are prepared on time.
- ❖ Processes diet changes and new diets as received from Nursing Services.
- ❖ Prepares meals in accordance with planned menus.
- ❖ Prepares and serves meals that are appetizing and palatable in appearance.
- ❖ Assist in serving meals, as necessary, on a timely basis.
- ❖ Serves meals in accordance with standardized portion control procedures.
- ❖ Prepares food in accordance with standardized recipes, therapeutic diets and special diet orders.
- ❖ Ensures appropriate utensils and equipment are provided with the resident's meal tray.
- ❖ Prepares bedtime snacks.
- ❖ Prepares and serves substitute foods to residents who refused foods served.
- ❖ Assists/directs daily cleaning duties in accordance to established policies and procedures.
- ❖ Assists in food preparation for special meals, parties, etc.
- ❖ Ensures that stock levels of staple/non-staple food, supplies, equipment are maintained at adequate levels.

Additional Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.

- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.
- ❖ Maintains food storage areas in a clean and properly arranged manner at all times.
- ❖ Ensures the department, necessary equipment and supplies are clean and maintained in a safe manner.
- ❖ Assists in inventorying and storing in-coming food, supplies, etc., as necessary.
- ❖ Ensures food and supplies for the next meal are readily available.
- ❖ Recommends equipment and supply needs to the Director of Food Services.

Personal Skills and Traits Desired/ Physical Requirements/Working Conditions

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Must be able to cook a variety of foods in large quantities.
- ❖ Must be knowledgeable of food services practices and procedures.
- ❖ Must be able to taste and smell food to determine quality and palatability.
- ❖ Must be able to follow oral and written instructions.

- ❖ Must maintain the care and use of supplies, equipment, work areas, and perform regular inspections of food service areas for sanitation, order, safety, and proper performance of assigned duties.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Works in a ventilated, well-lit area. Atmosphere is warm for cooking.
- ❖ Subject to frequent interruptions.
- ❖ Communicates with medical and nursing staff, and other departments.
- ❖ Subject to call-back during emergency conditions.
- ❖ May be exposed to heat/cold temperatures in the kitchen/storage areas.

Compliance as a Condition of Employment and Performance Appraisal

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Administrator. Periodic revision may be necessary to reflect changes in expectations placed on long term care by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and [insert state civil rights law], it is the policy of [Facility Name] to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact [include name and/or department, telephone, and e-mail address].

Equal Opportunity Employer Statement

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Dietary Cook at *[Name of Facility]*.

Employee's Signature

Date

Dietary Manager's Signature

Date