

Cook

Reports To	Dietary Director
Department	420
FLSA Status	Non-Exempt
EEO Classification	Laborer

Successful candidates are expected to comply with the general attendance policies.

Successful candidates are expected to comply with all safety policies and procedures.

Primary Purpose

The cook is responsible for preparing meals for the residents, preparing special function set ups that occur on their shift and supervising dietary aides. They uphold all sanitation and safety procedures, properly clean the equipment and report any dietary issues to the director.

General Description

None Given.

Essential Duties

Duties	Frequency
1 Prepares menu items for the meals with regard to quality and appearance of food products, appropriate quantities of consistencies and diets, within appropriate time schedules.	10%
2 Properly cools and heats foods and takes temperatures of foods before and during serving. Adheres to policy of wearing gloves in the kitchen and dates and labels all food items.	10%
3 Understands and follows the portion sizes/modified guidelines for SHC liberalized diets which is posted in the kitchen. Also, is familiar with the food handling guide "Information for Food Service Personnel in Hospitals and Related Care Facilities."	10%
4 Maintains cleanliness and sanitation of all areas noted in the cleaning schedule. Follows and signs the dietary cleaning schedules, dates and labels all food. Does the daily intake reports as assigned.	10%
5 Reports any resident food issues to dietary director.	10%
6 Checks food supply well in advance of menu, follows thawing schedule of meats as posted in kitchen, rotates stock in FIFO manner, puts stock away and/or shares this duty with other cook.	10%

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| 7 | Prepares menu items for set-ups and special events, bakes cookies for auxiliary cookie cart as time permits. | 10% |
| 8 | Follow guidelines of time schedule for shift. | 10% |

Other Duties

Duties

- 1 Adheres to all safety policies and procedures. Responds appropriately to fire, tornado, and disaster alerts and drills. Follows facility and department safety environmental and infection control standards.
- 2 Maintains confidentiality of resident related information in compliance with HIPPA regulations. Respects confidentiality of the organization, department, staff, residents, and families.
- 3 Presents a positive public image to residents, families, staff, physicians, and visitors. Contributes to team cohesiveness, promotes new ideas, respects peers, and creates a pleasant work atmosphere.
- 4 Accepts assignments designated by supervisor in a positive manner. Is flexible in changing assignments with little notice to accommodate residents and facility needs.
- 5 Gives proper notice of tardiness or absences. Adheres to meal/break times. Uses time clock properly. Accomplishes workload within time allowed.
- 6 Adheres to dress code. Is neat and clean in appearance. Wears nametag at all times while on duty. Follows the facility/department dress code.
- 7 Attends mandatory inservices as required. Attends all other inservices as requested by department manager/administrator
- 8 Other duties that may be assigned by the Department Manager/Administrator.
- 9 Supports the concepts and ideas of culture change/resident centered care. Promotes individual resident choices, routines, and preferences.
- 10 Other Duties as assigned

Minimum Experience And Qualifications

Education: High School Diploma/GED
 Serve Safe Certificate preferred

Experience:

Physical Demands

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Occasionally (10%-29%)	
Climbing—Stairs, Ladders, Slope	Occasionally (10%-29%)	
Crawling	Never	
Grasping/Handling	Constantly (80%-100%)	

Kneeling	Occasionally (10%-29%)
Neck Flexion/Extension	Constantly (80%-100%)
Reaching Forward	Constantly (80%-100%)
Reaching Overhead	Frequently (55%-79%)
Standing	Constantly (80%-100%)
Twisting	Periodically (30%-54%)
Walking	Constantly (80%-100%)

Physical Effort

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
0 - 1 lb.			Frequently (55%-79%)
1.1 - 10 lbs.			Frequently (55%-79%)
11 - 25 lbs.			Frequently (55%-79%)
26 - 50 lbs.			Occasionally (10%-29%)
51 - 75 lbs.			Seldom (1% to 9%)
76 - 100 lbs.			Seldom (1% to 9%)
Over 100 lbs.			Never
Pushing/Pulling	Distance	Activity	Frequency
0 - 1 lb.			Constantly (80%-100%)
1.1 - 10 lbs.			Frequently (55%-79%)
11 - 25 lbs.			Frequently (55%-79%)
26 - 50 lbs.			Occasionally (10%-29%)
51 - 75 lbs.			Seldom (1% to 9%)

Mental And/Or Visual Demands

Mental and/or visual demands typically sustained while on the job.

Demand	Frequency
Ability to care for those who may be unpredictable	Frequently (55%-79%)
Ability to quickly react to stressful situations	Frequently (55%-79%)

Work Conditions

Work Conditions typically encountered on the job.

Condition	Frequency
Biological Agents	Periodically (30%-54%)
Chemical Agents	Occasionally (10%-29%)
Dust	Never
Excessive Cold	Seldom (1% to 9%)
Excessive Heat	Never
Fumes, Odors	Seldom (1% to 9%)
Noise	Seldom (1% to 9%)
Solvents, Petroleum Products	Seldom (1% to 9%)
Vibration	Never

Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

Condition/Demand	Frequency
Driving–Vehicle/Equipment	Never
Hearing	Constantly (80%-100%)
Indoors	Constantly (80%-100%)
Outdoors	Seldom (1% to 9%)
Power Tools/Equipment	Never
Talking	Constantly (80%-100%)

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organization goals and objects; that compliance with all applicable legal considerations have been met, and the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor/Manager	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	Dickie Klinge	Dickie Klinge	12-1-14
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	Jessica Looman	Jessica Looman	12/4/14
Physician Admin	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	Sara Blair	Sara Blair, LSW, LNHA	12/3/14