

Cook

Department: Dietary	Reports to: Dietary Manager
Job Code: 5200	Date Revised: 6/1/2011

Position Summary:

The overall purpose of the cook position is to assure that resident meals are properly prepared/cooked and apportioned according to authorized menus in a timely manner. Incumbents assure sanitation and quality standards are met.

Position Responsibilities:

The specific responsibilities of this position are described in the Essential Functions

Qualifications/Experience/Requirements:

- Functional literacy in English is required.
- Physical ability to lift/carry equipment, food supplies, etc., is necessary.
- Ability to readily read, reapportion, and utilize menus/recipes is necessary.
- Experience in quantity food preparation/production is preferred.
- Effective communication and interpersonal skills are necessary.
- Vision must be adequate to allow for reading of menus, cooking directions, etc.

Essential Functions:

The following represents the essential functions of this job to be used to determine if an individual with a physical or mental impairment can perform these functions with or without reasonable accommodation. The other functions listed may be required of all other staff in the position.

All essential functions should be reviewed with the Supervisor every six months and new goals established if results are not meeting expectations.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Employer. The Employer retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Essential Functions:	
Prepares, or directs preparation of food items on assigned/scheduled menus.	
Adheres to food production and usage schedules, and avoids waste.	
Appropriately, immediately labels and stores food items/leftovers after use.	
Maintains sanitation of equipment and utensils, and work, storage, and serving areas by cleaning immediately after use.	
Prepares, or directs preparation of special items/meals/snacks.	
Prepares special nourishments/supplements as instructed by dietary service manager, and identifies with resident name and room number.	
Must be able to walk or stand for extended periods of time.	
Assists in establishment and maintenance of perpetual supplies inventory, and notifies dietary service manager of shortages or discrepancies.	
Complies with established policies/practices/standards for food preparation.	

Logs/records temperatures of food as requested (refrigerators, freezers, milk dispensers, as appropriate).	
Other Functions:	
May assist in the training, orientation, and supervision of newly hired dietary service staff.	
Performs other duties/tasks as may be appropriate.	

Dimensions and Scope:

Incumbent(s)

- Functions within the constraints of established policy, practice, and procedure.
- Activities are directed to the accomplishment of assigned tasks in a prescribed manner with some latitude for change or variation.
- Professional contacts most often include facility staff, management, residents, and residents' families; but may extend to suppliers/vendors, and medical professionals as appropriate.

Physical Demands:

May require frequent extended work days of up to 12 hours.

Sitting:	0 hours per 8 hour work shift. May alternate frequently to standing or walking.
Standing:	6-7 hours in an 8-hour work shift.
Walking:	2-3 hours in an 8-hour work shift. May occasionally alternate standing.

Frequency:

Never = 0%, Rarely = 1 - 10%, Occasionally = 11 - 33%, Frequently = 34 - 66%, Continuously = 67+%

Lifting / Weight	Frequency	Carrying / Weight	Frequency
1 -- 10 lbs	Continuously	1 -- 10 lbs.	Continuously
11 -- 20 lbs.	Frequently	11 -- 20 lbs.	Rarely
21 -- 30 lbs	Occasionally	21 -- 30 lbs	Rarely
36 -- 50 lbs.	Rarely	36 -- 50 lbs.	Rarely
51-75lbs	Rarely	51 -- 75 lbs.	Rarely
Bending: Rarely	Kneeling: Rarely	Squatting: Occasionally	Crawling: Rarely
Reaching: Frequently	Grasping: Continuously	Kneeling: Continuously	Climbing: Rarely --stairs
Pushing: Continuously			

I have read the qualifications and requirements of the position of **Cook**. To the best of my knowledge, I believe that I can perform these duties.

It is company policy that all employees are employed at will, meaning that either the company or the employee may terminate the employment relationship at any time, with or without cause or notice.

Employee Name (Print)	Employee Signature:
Supervisors Signature	Date