



JOB DESCRIPTION COOK

Overview:

Prepares and serves meals according to cycles menu; monitors methods of food handling, preparation, meal service and equipment cleaning. The Cook reports directly to the Dietary Manager.

Qualifications

- High school graduate or equivalent education is preferred. Preference is given to persons with education in quantity cooking and therapeutic diets. Minimum one (1) year food service experience in a health care dietary setting is desired. Have general knowledge of quantity food preparation and portioned serving. Verbal and writing abilities necessary to communicate and work effectively with various levels of staff, residents, family members and the public.
- Numerical ability necessary to make various computations in keeping work records, and in recipe preparation.
- Motor coordination and manual dexterity are required to prepare food and operate dietary equipment.
- Willingness to perform routine, repetitive tasks with frequent interruptions. An appreciation of the value of food and dietary equipment and an awareness of the requirement for careful handling and economy of serving.
- Ability to read, understand, and follow recipe directions, diet orders and work assignments. Able and willing to work flexible hours, such as during an emergency situation. Must be patient and tolerant toward staff, residents, and family members.

Physical Requirements

Stands and walks continuously throughout the working day. Reaches, stoops, bends, lifts, carries, and manipulates various food products, dietary supplies and equipment. Visual acuity and color discrimination for examining cooked and stored foods. Taste and smell discrimination in determining nutritional quality and palatability of foods. Ability to work with chemicals and cleaning agents. Must be free from infection or diseases. Exposure to temperature and humidity changes as in entering refrigerated storage areas, working at ovens, ranges, dish-washing machines, and at steam tables. Must be able to lift and/or carry 50 to 75 pounds.

Duties

- Coordinate food preparation and meal service.
- Plan and initiate cooking schedule for food preparation to meet meal schedule.
- Prepare, season, cook and serve for assigned meal; ensure appropriate portioned servings according to portion control standards.
- Prepare nutritional snacks for clients as directed by the Dietary Manager.
- Taste and smell prepared food to determine quality and palatability.
- Monitor temperature of hot and cold foods through food preparation and service to ensure that established temperature goals are met prior to steam table transfer and maintained throughout meal service.



- In the absence of the Dietary Manager, checks and inspects food products and supplies as delivered. Supervise and assist in storage of supplies and food products.
- Determine amount and type of food and supplies as required for daily menus.
- Notify Dietary Manager of food, supplies or equipment needs, Report equipment breakdowns and unsafe conditions to Dietary Manager.
- Supervise dietary staff in the absence of Dietary Manager.
- Clean equipment and work areas as assigned by the Dietary Manager.
- Be knowledgeable of Federal, State, and facility's rules, regulations, policies and procedures.
- Attend in-service educational programs.
- Follow defined safety codes while performing all duties.
- Know and understand Quail Creek Nursing Centers' Exposure Control plan.
- Understand facility's fire and disaster plans; follow established procedures during drills and actual emergencies.
- Perform other department duties assigned by the Dietary Manager.

Employee Signature