



LUTHERMANOR
COMMUNITIES

COOK

REPORTS TO: Director of Dietary Services

POSITION: Assists in the overall dietary program for the preparation of meals in accordance with current applicable federal and state standards. Assures quality food service for our residents, staff and guests.

POSITION QUALIFICATIONS:

- High school diploma or equivalent.
- Ability to follow oral and written instructions.
- Ability to follow standardized recipes. Knowledge of basic cooking principles preferred.
- Able to perform simple calculations.
- Regular attendance is required.
- Must be able to read, write and speak fluent English.

PHYSICAL REQUIREMENTS:

- Standing: 100% of day
- Walking: 1-3 hours/day
- Lifting: Ability to push/pull objects and lift/carry up to 20 pounds unassisted on a frequent basis (occasionally up to 50 pounds, unassisted).
- Twisting: Moderate twisting required
- Bending: Moderate bending required
- Squat/Kneel: Moderate squatting required
- Endurance: Light energy requirements (3-5 mets)
- Wrist Position: Slight deviation of wrist
- Hand/Wrist Reps: Infrequent- 1-960/day (960 based on 2 repetitions/minute)
- Manual Dexterity: Frequent fine motor skills required
- Near Vision: 20/20 corrected near vision required

MENTAL DEMANDS:

- Must demonstrate effective communication skills with staff, residents and the public.
- Demonstrates good time management skills to ensure timely and efficient completion of duties.
- Demonstrates ability to develop and maintain good interpersonal relations with staff and residents.

- Must demonstrate use of mature judgment and demonstrate excellent problem solving skills and ability.
- Must be able to work under stress when confronted with critical or unusual situations.
- Able to handle job responsibilities in a positive, professional manner.

WORK ENVIRONMENT:

- Willing to work around odors and extreme temperatures in the kitchen/storage areas.
- Occasionally will need to work with chemical hazards while using cleaning supplies.
- Works primarily indoors in a well-illuminated, reasonably climate-controlled environment.
- Involves possibility of exposure to communicable disease-
- Works with frequent interruptions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Food Preparation
- Direct and assist nutrition services personnel in the preparation, cooking and serving of food for residents and employees.
- Ensure proper portions are served to residents, staff and guests.
- Ensure the correct diets are prepared for residents.
- Ensure proper temperatures are maintained for all food served.
- Responsible for serving meals on time.
- Prepares and assists in service of meals that are appetizing in appearance and which are in accordance with established portion control procedures, proper consistencies and substitution of food.
- Must be able to evaluate, adjust, and correct recipes with permission from supervisor.
- Prepare food in the correct amount and according to standardized recipes.
- Make menu changes as requested by Director of Nutrition Services or Dietitian.

Safety and Sanitation

- Prepares food in accordance with safe food handling procedures, as well as established policies and procedures.
- Demonstrates knowledge of emergency policies and procedures.
- Performs all duties in a safe and efficient manner; assures that safety regulations are followed at all times by all staff.
- Assists in daily and scheduled cleaning duties, in accordance with established policies and procedures. Assists in maintaining food storage and work areas in a clean, sanitary and orderly manner at all times.
- Stores and disposes of food according to BLH policies and procedures.

- Assures that equipment is maintained in safe working order and reports all hazardous conditions/equipment and accidents or incidents to the supervisor.
- Sanitizing work areas according to facility procedures and maintain in high degree of cleanliness.
- Wash and store dishes and pots/pans according to facility washing and sanitizing procedures.

Infection Control

- Demonstrates knowledge of infection and exposure control.
- Adheres to safe food handling procedures.
- Reports any and all exposures in accordance with OSHA and BLH guidelines, policies and procedures.

Supervision

- It is the responsibility of the "charge" cook to replace "call ins" of Nutrition Services on weekends or when Food Service Supervisor or Director of Department is absent or not available. Be able to make appropriate decisions when Food Service Supervisor and Director of Department is absent.
- Checks in deliveries when Food Service Supervisor or Director of Department is absent or unavailable.
- Must follow work schedules as guidance of each work day.

Customer Service

- Interacts with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Acts as a positive representative of the facility at all times.
- Performs incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.
- Responds to any and all call lights within 5 minutes.

Residents/Patients' Rights

- Provides privacy and maintains the confidentiality of all resident care information.
- Ensures care and security of residents' personal possessions.
- Reports all complaints and grievance made by residents, family members, and visitors to the Nutrition Services Director or supervisor on duty.
- Ensures that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

In-Service Education

- Attends all in-service education programs mandated by federal, state, and company guidelines.

- Participates and assists in departmental meetings and projects as assigned.

Miscellaneous

- All other duties as assigned by the supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

I have read this position description and fully understand the requirements. I accept the position of Cook and agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Luther Manor Retirement Community.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself.

Date

Signature

Print Name