

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 providing day to day direction to dietary aides. They uphold all sanitation and safety procedures, properly clean the equipment and report any dietary issues to the director. Will serve as the designated Person In Charge (PIC) when the Dietary Director is unavailable.

**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.	20%
2	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.	20%
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	Properly cools and heats foods and takes temperatures of foods before and during serving. Adheres to policy of wearing gloves and hairnets in the kitchen and dates and labels all food items	10%
5	Provides day to day direction to dietary aides and serves as the designated Person In Charge (PIC) when the Dietary Director is unavailable.	10%
6	Prepares menu items for set-ups and special events. Bakes	10%

	cookies according to schedule.	
7	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%
8	Reports any resident food issues to dietary director.	5%
9	Follow guidelines of time schedule for shift.	5%

### Other Duties

#### Duties

1	Attends mandatory inservices as required. Attends all other inservices as requested by department manager/administrator
2	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.
3	Gives proper notice of tardiness or absences. Adheres to meal /break times. Uses time clock properly. Accomplishes workload within time allowed.
4	Supports the concepts and ideas of culture change/resident centered care. Promotes individual resident choices, routines, and preferences.
5	Maintains confidentiality of resident related information in compliance with HIPAA regulations. Respects confidentiality of the organization, department, staff, residents, and families.
6	Accepts assignments designated by supervisor in a positive manner. Is flexible in changing assignments with little notice to accommodate residents and facility needs.
7	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.
8	Adheres to dress code. Is neat and clean in appearance. Wears nametag at all times while on duty. Follows the facility/department dress code.
9	Other duties that may be assigned by the Department Manager/Administrator.
10	Other Duties as assigned

### Minimum Experience And Qualifications

Education: High School Diploma/GED

Experience: Serve Safe Certification

### 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 organizational goals and objectives; that compliance with all applicable legal considerations has been met, and that the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Physician	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>

Vickie Heim Vickie Heim 4-3-19  
 Annie Ruppert [Signature] 4/3/19  
 Sara Blair Dr Blair, LSW, LNHA 4/3/19

