



Job Description

JOB TITLE: Cook

REPORTS TO: Food Service Director

JOB SUMMARY: The Cook is responsible for the preparation and service of nutritious meals. The Cook is also responsible for the supervision of all food service personnel in the absence of the Food Service Director.

DUTIES AND RESPONSIBILITIES:

- Prepares and serves meals according to work schedule.
- Relieves cooking and supervisory duties of the food service director on his/her days off.
- Notes menu changes, lists substitutes and makes menu suggestions on form if food service director is absent.
- Supervises the proper storage and labeling of all usable leftovers.
- Maintains cleanliness of both the kitchen and dining room areas.
- May assist in the orientation and training of new staff.
- Stocks shelves with delivered food and supplies.
- Perform other duties as assigned.

QUALIFICATIONS/SPECIFICATIONS:

- Must enjoy working with elderly people.
- Able to handle complaints graciously.
- Able to take direction.
- Ability to supervise food service personnel.
- Experience in operating kitchen equipment: commercial steamer, convection oven, standard gas or electric range and grill, meat slicer, mixer/grinder, commercial dishwasher, cooking utensils.

EDUCATION:

High school diploma or equivalent.

EXPERIENCE:

Prefer minimum two years experience in preparing meals on a regular basis for a large group.

REFERENCES:

Must demonstrate successful employment as a cook.

PHYSICAL REQUIREMENTS OF THE JOB

Stand Stand frequently, punctuated by opportunity to sit at varying intervals.

Walk Walk level surfaces frequently, but rarely exceeding 150 feet at any one time.



	Constantly	Frequent	Occasional	Rarely
Lift	≤5#	≤10#	≥20#	≥50#
Carry	≤5#	≤10#	≥20#	≥50#
Push/Pull	≤5#	≤10#	≥20#	≥50#
Bend	Bends at waist, knees, hips and spine on a frequent basis while filing paperwork or reaching for items usually ≤10#.			
Squat	Performs squats on an occasional basis to reach below knee to file paperwork or reach items usually ≤10#.			
Twist	Performs a twist or rotation constantly at the trunk, hips, knees and neck while reaching for items ≤5#-10#.			
Reach	Reaches on a constant basis while sorting and filing. May occasionally reach overhead and below waist when filing or sorting paperwork or light weight items of ≤10#.			
Hand Dexterity	Constant requirement for hand dexterity for typing, telephone usage, paperwork, sorting, and arranging.			
Sensory Vision	Must be able to read clearly with or without corrective lenses.			
Hearing	Must be able to hear telephone, audible alarms, bells, and signals related to resident safety with or without hearing devices.			
Speech/Language	Must have strong command of the English language sufficient to read and write			

Classification II Addendum

Classification II: Cook

Occasional Tasks:

- Handling soiled linen.
- Clean up of potentially contaminated fluids.
- Attending to an injury where blood is present.

I understand that because of the above-mentioned occasional tasks, I could be at potential risk for contracting a blood borne pathogen, including but not limited to: non-A hepatitis, non-B hepatitis, hepatitis B (HBV), delta hepatitis, syphilis, malaria and/or human immunodeficiency virus (HIV).

Therefore, the company will provide me with the appropriate training in Universal Precautions and OSHA's Exposure



Control Standards in order to minimize any possible exposure. They will further provide me with an HBV vaccination if I so choose.

It will be my responsibility to adhere to all Exposure Control Policies as set forth by Country Side Living.

I have read the above, and have received the training handbook on Blood borne Pathogens which I will read before my first scheduled shift.

Signature _____ Date _____

I have received a copy of the above job description and acknowledge that I have read and I understand the position agreement.

Employee Signature

Date: _____

Administrator Signature

Date: _____