

COOK JOB DESCRIPTION

Employment Classification: Hourly, Non-exempt

Reports To: Food Services Director, Administrator

Summary of Position:

Responsible for preparing and serving regular and modified diets to residents in accordance with WAC 388-78A guidelines.

Qualifications:

- High school education or equivalent preferred
- Previous food services management experience preferably in a boarding home setting
- Possess current food handler's card
- Ability to cook tastefully prepared, nutritionally balanced menus in accordance with regulatory guidelines to meet the nutritional requirements of the residents served
- Ability to plan, prepare and serve resident specific, modified, or therapeutic diets when and as prescribed by a health practitioner using a dietician-approved menu or diet manual
- Ability to read, write, speak and understand English
- Acceptable references
- Team Player
- Self-motivated and well organized
- A genuine interest in meeting the needs of the residents served
- Must meet all requirements established in Employee Handbook
- Must meet all requirements established by regulation that pertain to employees who work in a boarding home setting
- Ability to tactfully and patiently work with residents, family members, community personnel and visitors
- Ability to remain calm and tactful in stressful situations
- Ability to attend in-services and on-going training programs
- Ability to handle and manipulate equipment used in food preparation and serving
- Physical requirements of position: standing, sitting, reaching above shoulders, bending/stooping, perform repetitive motions, and occasional lifting. In addition must be free of communicable disease and meet community policies and procedures regarding necessary physical health

Essential Functions

- Prepare and serve meals in accordance with established menus
- Ensures that food prepared is palatable, attractively served and provides nourishment that meets the current recommended dietary allowances as specified by state regulation

- Prepare and serve nutritious snacks between meals
- Provide resident specific, modified and therapeutic diets when and as prescribed by a health care practitioner within parameters of facility offered diets and using approved diet manual or under dietician
- Provide nutrient concentrates and supplements only when prescribed in writing by a health care practitioner
- Maintain familiarity with all state regulatory guidelines and facility policies and procedures and follow these guidelines
- Make only authorized substitutions and document appropriately any substitutions made within state regulatory guidelines
- Provide courteous and efficient service to residents
- Maintain confidentiality of all pertinent resident information
- Maintain cooperative working relationships with staff in all departments
- Maintain current Food Handler’s Card and other regulatory requirements as described in Employee Handbook
- Attend trainings and in-services as required
- Maintain care and sanitation of all equipment and work, storage and serving areas utilized
- Assist in inventorying and storing in-coming food and supplies as necessary. Store food only in appropriately labeled and dated containers
- Report all hazardous conditions/equipment promptly and appropriately to Food Services Director or Administrator
- Dress appropriately in accordance with policies and procedures
- Know the fire and disaster preparedness plan and role of food services staff in the event of an emergency
- Perform other duties as assigned by supervisor.

General Statement:

It is understood that this job description may be expanded or modified in the future to accommodate facility and/or resident needs.

Acknowledgement

I have read this job description and fully understand the requirements of this position. I accept this position and agree to perform the identified functions in a manner that is consistent with the directives of the company and the person to whom I report.

Employee Printed Name: _____

Signature of Employee

Date

Facility Witness

Date