

POSITION DESCRIPTION

POSITION NUMBER: 502.0

POSITION TITLE: Cook

INCUMBENT:

POSITION SUMMARY: Under supervision and direction of Dietary Supervisor, prepares, seasons and cooks meats, fish, fowl, vegetables, soups, salads, deserts and pastries in accordance with instructions prepared by the Consultant Dietician for each client. Prepares meals for staff as requested. Assists the Dietary Supervisor in keeping the Dietary Department clean, sanitary and safe and in ensuring standards are met in the operation of the Dietary Department.

SUPERVISOR: Dietary Supervisor

SUPERVISES: Not Applicable

DUTIES AND RESPONSIBILITIES:

1. Clean kitchen, utensils, and equipment as per schedule, using specific cleaning techniques.
2. Assist in the proper storage and handling of foodstuffs.
3. Prepare and serve food in accordance with the Dietary Supervisor's instructions.
4. Maintain records of quantities of food consumed by clients. Dish up servings according to menu combination and according to client's prescribed diet.
5. Assist in the maintenance of sanitary standards in compliance with state and local regulations.
6. Comply with and enforce facility safety procedures.
7. In accordance with the "team" philosophy of this facility, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this position description.

QUALIFICATIONS AND REQUIREMENTS;

1. High school graduate or equivalent required.
2. Some experience in food service required. Experience as a cook in a hotel, restaurant, hospital or nursing facility is preferred.
3. Ability to perform required duties; ability to lift and carry 50 lbs., and ability to successfully pass lifting screening and training.

INCUMBENT

DATE