



JOB DESCRIPTION

POSITION: Cook

DEPARTMENT: Food Services

SUPERVISOR: Dining Services Manager

FSLA STATUS: Hourly, non-exempt

RESPONSIBILITIES:

- Prepare scheduled menus for residents and staff, following proper sanitation regulations.
- Prepare and serve meals on time and clean up following meals.
- Stock inventory away as needed, including labeling, dating and using the FIFO method.
- Receive orders, assure quantity and quality of meals, and communicate food service information, as needed, to other NCH staff.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age.
- Must have a high school diploma or equivalent.
- Valid state issued license.
- Legally authorized to work in the United States and able to provide verification.
- Able to pass required Background Checks.
- Within two months of hire date, completion of in-service training per Training Policy 201.

PREFERRED QUALIFICATIONS

- A minimum of one year's experience working with quantity cooking.
- Knowledge of sanitation procedures.
- Good reading and communication skills.
- Good personal hygiene skills per health code requirements.

ESSENTIAL FUNCTIONS *(for illustrative purposes):*

1. Prepare food according to the menu developed by the food service manager or designee, serve food to the residents and staff, and maintain a pleasant dining room atmosphere.
2. Maintain appropriate relationships with the residents, respecting their privacy and the confidentiality of their placement. Maintain an appropriate distance in relationships with the residents, respecting that their care is the responsibility of the clinical staff. Develop and maintain appropriate relationships with co-workers and other staff members. Able to work as part of a team in a busy kitchen atmosphere.
3. Must be able to sweep and mop floors daily, and must be able to move trash bins of refuse weighing up to forty pounds daily.

4. Must be able to lift and move cartons of food weighing up to fifty pounds from floor level to overhead level approximately six times per day. Must be able to lift and carry heavy pans of hot food several times per day.
5. Must be able to stand for the majority of the shift, several hours per day, while preparing and serving food.
6. Must be able to work with cleaning solvents and follow sanitation procedures to keep the kitchen, storage, and dining areas clean.
7. Must be able to operate commercial appliances and keep equipment in good condition.
8. Must be able to read and understand, enforce and abide by food handling protocol and agency policies and procedures when preparing food and serving residents and staff.
9. Must be able to work with weights and measures as they relate to food preparation and to judge and control portions.
10. Must be able to track diets and ensure that residents with special dietary needs are served according to physician's orders.
11. Help maintain inventory accounting and control and to record items for re-order and help maintain records of commodities use, meal counts, and production sheets for each meal.
12. Follow safety and health regulations as they relate to food handling, food service equipment and utensils.
13. Perform other duties as assigned, relative to job classification and qualifications.

SUPERVISORY RELATIONSHIP: The Cook reports to the Dining Services Manager.

Employee (print): _____ Date: _____

Signature: _____