

ALF COOK

DEPARTMENT: Dietary **FLSA STATUS:** Non-exempt
SUPERVISOR: Dietary Services Director **DATE:** July 1, 2018

DUTIES AND RESPONSIBILITIES

Prepares and serves meal according to cycles menus; monitors methods of food handling, preparation, meal service and equipment cleaning.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS

1. Coordinates, prepare and direct food preparation and meal service.
2. Plans and initiate cooking schedule for food preparation to meet meal schedule.
3. Reads menus, recipes, and review all necessary steps in meal preparation with the Dietary Services Director.
4. Correctly prepare all food served following standard recipes and special diet orders.
5. Prepares substitute items to meet resident's individual needs.
6. Ensures availability of supplies and food or approved substitutions in adequate time for preparation of daily menus.
7. Prepares, season, cook and serve food which provides high nutritive value, flavor, color, texture and appearance following standardized recipes.
 - Measures and mixes ingredients according to recipes
 - Places servings in blender to make foods for soft or liquid diets.
 - Prepares foodstuffs for cooking: Peel, wash, trim, and cut vegetables and fruit; wash, cut, debone, and trim meat, fish, and fowl.
 - Prepares cold meats, sandwiches, griddle cakes, cooked cereals, and beverages.
 - Cooks food: Bake, roast, stew, and steam-cook meats, fish, and fowl, basting as necessary to retain flavor; make gravies, stocks, dressings, sauces, and soups.
 - Bakes breads, rolls, cakes, pastries.
 - Be aware of cooking characteristics of various cuts of meat, fish, and fowl.
 - Be familiar with seasoning and cooking time required.
 - Adjusts controls to regulate temperature of ovens, broilers, grills to cook food.
 - Uses a variety of kitchen utensils and equipment to prepare food.
8. Tastes and smell prepared food to determine quality and palatability.
9. Ensures appropriate portioned serving according to portion control standards.
10. Serves food according to dietary guidelines (dietary cards), checking each meal for completeness and accuracy.
11. Processes diet changes and new diets upon receipt from nursing services, as directed by Dietary Services Director.
12. Prepare snacks in accordance with physician orders, resident wishes and facility protocols.
13. Prepares meals for modified or therapeutic diets, according to physician orders and modified menus.

14. Visits with tenants in the dining room to assure tenant satisfaction and obtain feedback.
15. Monitors for changes in the status of tenants and reports such observations to the Administrator or Community Nurse.
16. Monitors temperature of hot and cold foods through food preparation and service to ensure that established temperature goals are met prior to steam table transfer and maintained throughout meal service.
17. Set steam table; serve or ensure proper serving of food for trays or dining room.
18. Complies with established sanitation standards and health standards. Observe proper food preparation and handling techniques.
19. Uses proper infection control techniques and protective equipment.
20. Stores food properly and safely by covering, dating and labeling all leftovers.
21. Keeps work and storage area neat, clean, properly arranged and free of hazards at all times.
22. Follows cleaning schedules (daily, weekly, monthly) and sign off.
23. Cleans and maintain equipment (pots, pans, utensils) used during food preparation, sanitize after each use.
24. Maintains a sanitary kitchen, pantry and storage area.
25. Properly disposes of kitchen waste.
26. Maintains daily production records.
27. Completes necessary forms and reports i.e. food temps, freezer temp, and refrigerator temp.
28. Works cooperatively with other staff and departments.
29. Uses initiative, judgment and portion control in setting up meals and utilizing leftovers to avoid waste.
30. Responsible for supervision of other food service employees in absence of Dietary Services Director.
31. In absence of the Dietary Services Director, checks and inspects food products and supplies as delivered. Supervise and assist in storage of supplies and food products.
32. Be knowledgeable of Federal, State, and facility's rules, regulations, policies and procedures
33. Attends in-service educational programs
34. Follows defined safety codes while performing all duties.
35. Performs related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:		X		
Lifting /Carrying 0-10 lbs.		X		
Lifting/Carrying 11-20 lbs.		X		
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.	X			
Pushing/ Pulling 0-10 lbs.		X		
Pushing/Pulling 11-20 lbs.		X		
Pushing/Pulling 21-25 lbs.		X		
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.	X			
Climbing/Balancing:		X		
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)			X	
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

Reading Simple Writing – Complex Analysis/Comprehension
 Reading-Complex Clerical Judgement/Decision Making
 Writing – Simple Basic Math Skills

EXPOSURES

Airborne particles Explosives Muscular Strain Temperature
 Caustics Fumes Noise Toxicants
 Chemicals High places Odors Vibration
 Electrical Current Moving Parts Physical abuse Vision strain
 Slippery Floors Weather

WORK AREA AND ENVIRONMENT

Kitchen, pantry, dietary department, and dining room.

QUALIFICATIONS

Education: High school diploma or equivalent.

Experience: Preferred experience in large quantity food preparation and therapeutic diets.

License/Certification/Registration: Complete Serv Safe Course

Job Knowledge: Ability to prepare and cook a variety of foods in large quantities; aware of special diets, seasoning requirements, cooking times, temperature controls; ability to estimate quantities of food required, limit waste, and utilize leftovers while serving attractive, appetizing meals. Must be knowledgeable about safe food preparation and handling techniques. Ability to read, understand and follow recipes direction, diet orders and work assignments. Able and willing to work flexible hours, such as during an emergency situation. Must be patient and tolerant toward staff, residents and family members.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; State Food Codes; OSHA, Life Safety Codes; Facility Policies and Procedures

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.

