

JOB DESCRIPTION

POSITION TITLE: Cook

POSITION SUMMARY: Prepares and serves nutritious, attractive meals. Maintains cleanliness of the food production and service areas.

REPORTS TO: Food Service Director

REPRESENTATIVE RESPONSIBILITIES:

1. Adheres to and conveys a philosophy that supports the dignity, privacy, independence, choice, and individuality of the residents.
2. Prepares and serves meals as indicated on planned menus, using standardized portion sizes and approved substitutions.
3. Ensures that meals are served at scheduled times, planning and organizing food preparation tasks appropriately.
4. Prepares meals for modified or therapeutic diets, according to physician orders and modified menus.
5. Responsible for clean-up duties as needed after each meal service.
6. Follows cleaning schedules and sanitation checklists to ensure kitchen and food service areas are maintained in a clean and sanitary condition.
7. Ensures that resident meals are accounted for according to established procedures.
8. Assures that resident food preferences are met.
9. Visits with residents in the dining room to assure satisfaction and obtain feedback.
10. Observes and reports to the Food Service Director or Administration any problems, concerns or issues regarding the food service department.
11. Monitors for changes in the status of residents and reports such observations to Administration or Community Nurse.
12. Reports any abuse, suspected abuse or alleged abuse to the appropriate agency(s).
13. Performs all other duties as assigned in a timely manner.

