

Dietary Cook Job Description

Supervisor:

Administrator and Dietary Supervisor

Qualifications:

Employment standards for this facility are consistent with EEOC for all people applying for or holding this position.

Education:

High School Diploma or GED preferred.

Training:

Must complete Food Safety and Sanitation education and participate in on-going in-service education.

Essential Functions:

1. Handle and prepare food according to the current Food Code Guidelines.
2. Perform simple arithmetic and units of measurement conversions used in food preparation.
3. Prepare food which is palatable and appetizing in appearance.
4. Need to be able to follow verbal and written instructions.
5. Prepare food according to recipes and menus. This will include preparing therapeutic and altered texture diets.
6. Responsible for avoiding food waste.
7. Maintain a steady work pace to ensure all residents are receiving their meals at the established time.
8. Pay attention to resident's prescribed diets to ensure they are receiving the proper nutrition.
9. Complete documentation of important data for food safety.
10. Assess all food service equipment to ensure they are in proper working condition and properly care for all equipment to assist with keeping everything in good working condition.
11. Ensure the kitchen, utensils, and food service equipment are kept clean and sanitary according to State and Federal regulations and management standards

12. Work cooperatively with food service staff and other departments.
13. Attend in-service training programs for food service employees.
14. Comply with established infection control and standard precautions.
15. Observe all facility safety policies and procedures including working responsibly to ensure personal safety.
16. Come to work as scheduled and consistently demonstrate dependability and responsibility
17. Come to work in a clean, neat uniform, and consistently present an appropriate professional appearance.
18. Assume accountability for all information contained in the Employee Personnel Handbook and all Policy and Procedure Manuals.
19. Accept and perform additional duties as assigned by your department head or Administrator in a cooperative manner.
20. Serve meals and beverages according to State and Federal guidelines and management standards.
21. Clean and sanitize kitchen area equipment and supplies according to schedules, routines, and standards established by management and the Food Service Supervisor.
22. Comprehend and follow all OSHA, State, and Federal policies and regulations.
23. Follow Residents Rights policies at all times.
24. The physical activities of this position involve: balancing, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.
25. An individual in this position will be required to carry or lift weights in the range of 35 to 50 pounds and more with assistance.
26. The sensory and communicative activities essential to the performance of this position include: feeling, hearing, seeing, smelling, speaking, reading, writing, and tasting.
27. An individual in this position may be exposed to: inside environmental conditions and physical, chemical, or respiratory hazards.
28. An individual in this position may be exposed to Bloodborne Pathogens.

I _____ (Name Printed) have read and understand the job description listed above and agree to comply with the facility policies and procedures as well as State, Federal, and Local rules/regulations. I understand the safety and well-being of both the residents and staff members is the number one priority of this facility. I am aware that being knowledgeable of and following the policies and procedures listed in this job description are an essential requirement of this position.

Employee Signature

Date