

# POSITION DESCRIPTION



**POSITION TITLE:** Cook

**CREATED:** October 2006

**SUPERVISOR'S TITLE:** Food Services Supervisor/Chef

**PERFORMANCE REVIEW:** Annual

**FLSA Status:** Non-Exempt

## **POSITION PURPOSE**

The Cook is responsible for the preparation of resident meals in accordance with state and federal regulations as well as established facility policies and procedures.

## **POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL FUNCTIONS**

- ▶ Prepare and help serve entire meals or portions thereof, including meats, vegetables, soups, gravies, sauces, salads, and desserts; time food preparation to meet meal service schedules; maintain high standards of quality food production, estimate food requirements, and use portion control, eliminating waste and leftovers.
- ▶ Follow recipes, production and prep sheets to ensure product has excellent texture and flavor.
- ▶ Maintain work area in a "clean as you go" manner. Cleaning duties completed before the conclusion of each shift. All equipment is sanitized after each meal.
- ▶ Utilize proper meal planning to prevent excessive leftovers. Prep food items for the following days' menu.
- ▶ Assist in the planning and preparing of special meals.
- ▶ Assist with serving meals as needed.
- ▶ Ensure that food and supplies are properly stocked and ready for preparation.
- ▶ Develop and maintain a good working rapport with interdepartmental personnel to ensure that the food services meet the needs of the residents; work with the facility's dietician to implement recommended changes.
- ▶ Cooperate with the Indiana State Department of the Health and /or the Marion County Health Department's survey of the department.

### **OTHER FUNCTIONS**

- ▶ Attend required meetings and participate in committees as requested.
- ▶ Participate in professional development activities to keep current with skills and administrative practices.
- ▶ Perform other related duties and responsibilities as directed.

## **EDUCATION AND/OR EXPERIENCE**

To perform this job successfully, an individual must have the following education and/or experience.

- ▶ High school diploma or GED is preferred.
- ▶ Six (6) months to one (1) year of experience as a cook is preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶ Average ability to interact and communicate with a variety of people, both on a one-on-one basis and in meetings and group presentations; must be able to relate to and work with ill, disabled,

emotionally upset, and sometimes hostile people; must be able to communicate in a manner understandable by older adults.

- ▶▶ Average ability to think logically in order to troubleshoot, analyze situations, and make sound business decisions.
- ▶▶ Average ability to make independent decisions.
- ▶▶ Ability to handle multiple tasks simultaneously.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- ▶▶ Good speaking and listening skills.
- ▶▶ Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- ▶▶ Ability to perform focused work with close attention to detail.
- ▶▶ Ability to work both indoors and outdoors on a campus setting.
- ▶▶ Ability to interact with others, both in person and through phone, e-mail, and written correspondence.
- ▶▶ Ability to lift up to 25 pounds and to push and/or pull up to 75 pounds.
- ▶▶ This position is classified as having occupational exposure to blood and other infectious materials.

---

Printed Name

---

Signature

---

Date