

# Christian Health Care Center

**Mission:** *Providing skilled health care services with compassion and love in Christ's name.*

## Job Description

Job Title: Cook  
Reports to: Dietary Manager  
Exempt Status: Hourly

**Job Summary:** Following guidelines and preparing meals for the residents. Preparing nourishment's and other food that is required in the daily routine. Operating all of the kitchen equipment and cleaning the equipment. Dishing up residents' meal per tray card request.

### Essential Functions:

1. Works alongside employees to promote a team effort and maintain the highest quality resident service.
2. Good attendance is an essential requirement of this position.
3. The preparation and serving of breakfast, lunch, and dinner meals.
4. Supervision and direction of kitchen staff as necessary, or in absence of dietary manager.
5. Preparation of continuous supplies of sandwiches, jello, custard, and cookies for special nourishment's.
6. General supply of food items used daily, cereal, soups, sandwiches, and such to meet the needs of the menu daily. Shall inform the manager if the last of a staple has been used.
7. General awareness of the operation of equipment and maintenance of equipment. Will report the need of repair.
8. General cleaning of assigned equipment and areas of kitchen.

### Working Conditions:

Will work in all areas of the kitchen. Will have knowledge of conventional and gas ovens, steamers and steam tables, plate warmers, food processors, slicer, scale, mixer, grill, thermometers, unibase heater and dishwasher. Area may be above normal room temperature, humid, noisy, and surfaces may be slick.

### Qualifications:

1. 1-2 years institutional cooking
2. Education or overall food preparation experience or specialized training.
3. Ability to stand, walk, and lift up to 50 pounds
4. Knowledge of food safety and sanitation.

**License:**

1. Current health food card.

**GENERAL PHYSICAL/MENTAL REQUIREMENTS:**

Requires ability to move throughout the facility on a consistent basis. Must be able to lift and carry food supplies and equipment weighing up to 50 pounds. Must be able to push and maneuver a wheelchair throughout the facility. Position requires hand manipulative skills for word processing, writing, and operating food preparation equipment. Must be able to hear verbal conversations over the phone and in-person with background noise. Must have visual ability to consistently identify objects and persons at a distance, and read fine print on records and forms. Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Anita Tallman, Executive Director / Administrator

Date