

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: Non-Exempt, Hourly

Job Summary: The primary purpose of this position is to prepare food in accordance with current applicable federal, state, and local standards, guidelines and regulations, with CHCC established policies and procedures to assure that quality food service is provided at all times.

Essential Functions:

1. Provides a pleasant, positive and calm environment for residents.
2. Works alongside employees to promote a team effort and maintain the highest quality resident service.
3. Good attendance is an essential requirement of this position.
4. Maintains confidentiality in all things relating to residents.
5. Reports resident abuse according to CHCC policy.
6. Ensures that all food procedures are followed in accordance with established policies.
7. Inspects special diet trays to assure that the correct diet is served to the resident.
8. Assists in establishing food service production line, etc., to assure that meals are prepared on time.
9. Prepares meals in accordance with planned menus.
10. Prepares food for therapeutic diets in accordance with planned menus.
11. Ensures that the kitchen is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained.
12. Assists/directs daily or scheduled cleaning duties in accordance with established policies and procedures.
13. Supervisions and directions kitchen staff as necessary, or in absence of dietary manager.
14. Prepares of continuous supplies of sandwiches, jello, custard, and cookies for special nourishment's.
15. Maintains a general supply of food items used daily, cereal, soups, sandwiches, and such to meet the needs of the menu daily. Informs the manager if the last of a staple has been used.
16. Attends and participates in facility mandatory in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, etc.).

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 nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.