

Cook Position Description

Reports to Community Director

Position Summary:

The Cook position is responsible for the provision of quality food preparation, menu planning, following standards in food storage and preparation, and maintaining food supply for the Residents of Home Again Assisted Living.

Position Responsibilities and Standards:

- Cooking
 - As a cook, your main job function is to prepare daily meals for all the residents at Home Again Assisted Living.
 - You may also be asked to prepare special meals for facility events and parties.
- Creating Menus
 - The Cook will be responsible for creating appropriate menus with guidance and input from Management.
- Follow Dietary Requirements
 - Follow the recommendations of the residents' nutritionists and doctors as you prepare meals.
- Kitchen Maintenance
 - As the Cook, you'll be expected to make sure that your kitchen and workstation are clean at all times.
 - You will also be expected to meet federal and state health department standards and codes for proper food storage, handling, and preparation.
- Appropriate use of At Home Again credit card for kitchen related purchases.
 - Cook will use the credit card only for approved food and supply purchases. All receipts must be turned in for review after purchase. If unauthorized purchases are made or cash is withdrawn, legal action will be taken.

Other Duties, including but not limited to:

- Assist Community Director and staff, as needed, in fulfilling Resident Aid position;
- Follow safety practices and standard precautions
- Use equipment and supplies safely
- Report any and all changes in Resident's condition to Management in a timely manner
- Document and chart according to Management

- Treat all Residents with dignity and respect; follow resident rights
- Attend monthly in-services as schedule by Management to meet DHS 83 training requirements
- Other duties as assigned

Qualifications:

- Sincere desire to work with the elderly and physically disabled population
- Confidentiality of all Resident and facility information
- 18 years of age
- This position requires tact, sensitivity, and professionalism at all times
- Good communication skills
- Have the ability to stand and walk for up to 6-8 hours per shift.
- Use hands for repetitive grasping, pushing/pulling, fine manipulation
- Have the ability to bend, squat, twist, and reach.
- Physical ability to lift and transfer Residents using appropriate techniques and following any and all Policies on safe resident handling.
- Ability to remain calm in high pressure situations.

I have read and understand the information in this position description. I may be required to perform other tasks as necessary to meet standards of quality of care.

Employee Signature

Date