

COLUMBIA HEALTH CARE CENTER
Wyocena, Wisconsin

JOB DESCRIPTION

POSITION TITLE: Cook

SUPERVISOR: Director of Food Service

POSITION OBJECTIVES

The primary purpose of your job position is to prepare food in accordance with current applicable federal, state, and local standards, guidelines, and regulations governing our facility, and as directed by the Administrator and/or Director of Food Services, to assure that quality food service is provided at all times.

PERSONAL QUALIFICATIONS

EDUCATION:

High School or equivalent/GED preferred.

EXPERIENCE:

One (1) year dietary experience in a hospital, skilled nursing care facility, or other related medical facility preferred.

SPECIFIC REQUIREMENTS:

- Must be able to cook a variety of foods in large quantities.
- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- Must be knowledgeable of dietary procedures, as well as related laws, regulations, and guidelines pertaining to nursing home operation.
- Must be a minimum of eighteen (18) years of age.
- Must possess leadership ability and willingness to work harmoniously with and supervise non-professional personnel.
- Must be able to follow oral and written instructions.
- Must maintain the care and use of supplies, equipment, the appearance of work areas, and perform regular inspections of food service areas for sanitation, order, safety and proper performance of assigned duties.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing dietary practices.

DELEGATION OF AUTHORITY

As Cook, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

MAJOR DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE FUNCTIONS:

- Review menus prior to preparation of food.
- Inspect special diet trays to assure they are correct.
- Perform administrative requirements such as completing necessary forms, reports, etc., and submit to the Director of Food Service.
- Work with the facility's dietician as necessary and implement recommended changes as required.
- Assure that all dietary procedures are followed in accordance with established policies.
- Assist in standardizing the methods in which work will be accomplished.
- Assume the authority, responsibility, and accountability of Cook.
- Assure that menus are maintained and filed in accordance with established policies and procedures.
- Assist in establishing food service production line, etc., to assure that meals are prepared on time.
- Others as deemed necessary and appropriate, or as may be directed.

PERSONNEL FUNCTIONS:

- Develop and maintain a good working rapport with inter- department personnel as well as with other departments within the facility to assure that food service can be properly maintained to meet the needs of the residents.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis as well as a calm environment throughout the department.

STAFF DEVELOPMENT:

- Participate and assist in departmental studies and projects as assigned or that may become necessary.
- Attend and participate in workshops, seminars, etc., as directed.

DIETARY SERVICE:

- Prepare meals in accordance with planned menus.
- Prepare and serve meals that are palatable and appetizing in appearance.
- Serve food in accordance with established portion control procedures.
- Prepare food & serve for therapeutic diets in accordance with planned menus.
- Prepare food & serve in accordance with standardized recipes and special diet orders.

SAFETY AND SANITATION:

- Prepare food in accordance with sanitary regulations as well as our established policies and procedures.
- Assure that safety regulations are followed at all times by all personnel.
- Follow established Infection Control and Universal Precautions policies and procedures when performing daily tasks.
- Daily scheduled cleaning duties in accordance with established policies and procedures.
- Assure that the department is maintained in a clean and safe manner by assuring that all equipment and supplies are maintained.
- Report all hazardous conditions/equipment to the Director of Food Services immediately.
- Report all accidents/incidents as established by department policies to the director of food services or charge nurse.

- Assist in maintaining food storage areas in a clean and properly arranged manner at all times.
- Dispose of food and waste in accordance with established policies.
- Wear protective clothing and equipment when handling infectious waste and/or blood/body fluids.
- Wear protective clothing and equipment when working with chemicals.

EQUIPMENT AND SUPPLY FUNCTIONS:

- Assure that food and supplies for the next meal are readily available.
- Recommend to the Director of Food Services the equipment and supply needs of the department.

RESIDENT RIGHTS:

- Maintain confidentiality of all pertinent resident care information.
- Honor the residents' personal and property rights.

MISCELLANEOUS:

- Assist in serving meals as necessary and on a timely basis.
- Make only authorized food substitutions.
- Assist in food preparation for special meals for parties, etc.

WORKING CONDITIONS:

- Works in well lighted/ventilated areas. Atmosphere is warm for cooking.
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, etc.
- Communicates with the medical staff, nursing staff, and other department supervisors.
- Works beyond normal duty hours, on weekends, and in other positions temporarily, when necessary.
- Attends and participates in continuing educational programs.
- Is subject to falls, burns from equipment, odors, etc., throughout the workday.
- Is subject to sudden temperature changes when entering refrigerator/freezer.
- May be exposed to heat/cold temperatures in kitchen/storage area.
- May be exposed to infectious waste, disease, conditions, etc., including the **AIDS** and **Hepatitis B** viruses.
- Maintains a liaison with other department supervisors to adequately plan for dietary services/activities.

PHYSICAL AND SENSORY REQUIREMENTS:

(With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the workday.
- Must be able to speak and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with the residents, personnel, and support agencies.
- Must be in good general health and demonstrate emotional stability.

- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
- May be required to lift, push, pull, and move equipment, supplies, etc., in excess of fifty (50) pounds.
- Must be able to taste and smell food to determine quality and palatability.
- Must be able to assist in the evacuation of residents.

WORKING HOURS:

Hours will range from 6:00am to 7:30pm.

All positions include every other weekend and holiday.

1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the Director.
2. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communications only and not intended to imply a written contract of employment.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Cook** and agree to abide by the requirements set forth and will perform all duties and responsibilities. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses and that the facility will make available to me, free of charge, the hepatitis B vaccine.

Date

Signature - Cook

Date

Signature - Dir. of Food Service