

Position Title: Cook

FLSA Status: Non-exempt

Reports to: Food Service Coordinator

Department: Vernon Manor – Food Service



I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position prepares food in accordance with current applicable federal, state and local standards, guidelines and regulations, Vernon Manor's established policies and procedures, and as may be directed by the Food Service Coordinator or Administrator, to assure that quality food service is provided at all times.

II. Essential Duties and Responsibilities

- Prepares food in accordance with sanitary regulations, as well as our established policies and procedures.
- Reviews menus prior to preparation of food.
- Develops and maintains a good working rapport with inter-department personnel as well as other departments within the facility to assure that food service can be properly maintained to meet the needs of the residents.
- Creates and maintains an atmosphere of warmth, personal interest and positive emphases, as well as a calm environment throughout the department.
- Assures that safety regulations are followed at all times by all personnel.
- Prepares meals in accordance with planned menus.
- Prepares and serves meals that are palatable and appetizing in appearance.
- Assists in serving meals as necessary, and on a timely basis.
- Serves food in accordance with established portion control procedures.
- Prepares food for therapeutic diets in accordance with planned menus.
- Prepares food in accordance with standardized recipes and special diet orders.
- Inspects special diet trays to assure they are correct.
- Performs administrative requirements such as completing necessary forms, reports, etc., and submits such to the Food Service Coordinator as required.
- Participates and assists in departmental studies and projects as assigned or that may become necessary.

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Vernon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

- Maintains confidentiality of all pertinent resident care information to assure resident rights are protected.
- Coordinates dietary service with other departments as necessary.
- Works with the facility's dietician as necessary, and implements recommended changes as required.
- Assures that established Infection Control policies and procedures are followed by all department personnel as required.
- Reviews complaints and grievances and makes necessary oral and written reports to the Food Service Coordinator.
- Assures that food and supplies for the next meal are readily available.
- Makes only authorized substitutions.
- Assists in inventorying and storing in-coming food, supplies, etc., as necessary.
- Assures that all dietary procedures and cleaning duties follow in accordance with established policies and procedures.
- Attends and participates in in-service as directed.
- Recommends to the Food Service Coordinator the equipment and supply needs of the department.
- Assures that the department is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained to perform such duties and services.
- Assists in standardizing the methods in which work will be accomplished.
- Assumes the authority, responsibility and accountability of Cook.
- Reports all hazardous conditions and equipment to the Food Service Coordinator or maintenance immediately.
- Reports all accidents/incidents as established by department policies; fills out and files reports as directed.
- Assists in maintaining food storage areas in a clean and properly arranged manner at all times.
- Assures that menus are maintained and filed in accordance with established policies and procedures.
- Assists in establishing food service production line, etc., to assure that meals are prepared on time.
- Processes diet changes and new diets as received from nursing service.
- Assists in food preparation for special meals for parties, etc.
- Other duties as deemed necessary and appropriate or directed by the Food Service Coordinator or Administrator.

III. Related Job Functions

- Performs related work as required or directed.

IV. Physical Demands

- Works in well-lighted/ventilated areas; atmosphere is hot for cooking.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, family members, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Communicates with the medical staff, nursing personnel and other department supervisors and staff.
- Is willing to work beyond normal working hours, and in other positions temporarily, when necessary.
- Is subject to sudden temperature changes when entering freezer or refrigeration/cooler
- Attends and participates in in-service education.
- Is able to speak and read the English language in an understandable manner.
- Is able to cope with the mental and emotional stress of the position.
- Possesses sight/hearing senses, or uses prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Functions independently, has flexibility, personal integrity, and the ability to work effectively with residents, personnel and support agencies.
- Is in good general health, and demonstrates emotional stability.
- Is 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 equipment, supplies, etc.
- Is able to taste and smell food to determine quality and palatability.

V. Education and Training Requirements

- Possesses, as a minimum, a 10th grade education. Has, as a minimum, one year dietary experience in large- quantity cooking.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.