



Oahu Care Facility JOB DESCRIPTION

POSITION: COOK

STATUS: Non-exempt
 Various shifts (day, evening, night)
 Full-Time, 8 hours/shift; 40 hours/week (1.0 FTE)
 Part-Time, 8 hours/shift; 32 hours/week (0.8), 24 hours/week (0.6),
 16 hours/week (0.4), 8 hours/week (0.2)
 Casual, Call-in

REPORTS TO: LEAD COOK

POSITION SUMMARY:

Prepare food in accordance with current applicable federal, and state standards, guidelines and regulations for long-term care. Ensures foods are prepared and served in palatable and appetizing manner, and in accordance established standards and diet restrictions. Assists in directing activities of food service staff to ensure timely, efficient meal service delivered in safe and sanitary manner, and all assigned duties are completed in efficient and timely manner. In absence of Lead Cook, Cook shall be responsible for managing, supervising, and directing staff, including staffing and delegating responsibilities to ensure food service is performed as required. Must have understanding of all therapeutic diets and resident requirements.

WORKING CONDITIONS:

Exposed to various elements as heat, moisture, humidity, fumes, chemicals, water and odors. Subject to cuts, burns, slips, and falls. May be exposed to infectious waste. May be subject to hostile and emotionally upset resident or family member. Subject to sudden temperature changes when entering refrigerator freezer.

EQUIPMENT USE:

Operates or uses food service equipment and tools, including, but not limited to: ovens, skillets, stoves, steamers, knives, peelers, graters, scales, utensils, mixers, blenders, coffee maker, food processor, slicer, measuring tools, etc. May operate garbage disposal, dish machine. May use mop/bucket and cleaning tools. May use computers. Handles delivery carts, pots/pans, trays and cleans tables.

WORK HOURS:

Varies per status. Eight (8) hour shifts, weekdays, weekends, and holidays according to unit staffing needs. Overtime may be required, as well as rotation on weekends and other shifts as necessary.

MENTAL DEMANDS:

Duties require attention to detail, alertness, problem solving, timeliness, sound judgment, planning and organizational skills, and mathematical ability. Should have an eye for food appeal. Ability to follow standard recipes and convert as necessary to meet production needs. Able to do several functions at the same time, subject to frequent interruptions.

PHYSICAL DEMANDS:

Must be able to lift up to 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds. May push up to 150 pounds. Constant standing, walking, reaching, precision handling, feeling, and seeing. Must possess hearing senses to hear equipment sounds and malfunctions. Must possess sight and color senses for food presentation. Must be able to smell and taste to determine quality, palatability, and spoilage.

COMMUNICATION DEMANDS:

Requires reading, frequent listening, accurately interpreting, clear speaking, and legible writing in words and numbers. Frequently giving instructions to kitchen staff. Communicate with vendors, nursing staff, social worker and/or administration. May have some communication with resident or resident’s representative.

QUALIFICATIONS / REQUIREMENTS:

- Completion of 2-year culinary arts program; Culinary Arts Degree preferred.
- Two (2) years experience as cook.



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- One (1) year experience in skilled nursing or medical facility preferred.
- High school diploma or equivalent.
- Satisfactory completion of State Department of Health Food Safety Certification Course.

A. SPECIFIC JOB DUTIES AND FUNCTIONS:

1. Prepares all general and modified diet entrees and accompaniments for residents, staff and visitors in accordance with planned menus or as requested.
2. Closely reviews resident, staff and catering menus and revises applicable work sheets to accurately ascertain type and quantity of food supply required for production.
3. Performs variety of cooking and baking techniques and procedures, to include, but not limited to, wet or dry roasting; broiling; simmering; stir-frying; clarifying; stirring; blending; folding; mixing; baking; and steaming.
4. Operates and performs proper and timely user maintenance on all food preparation equipment used.
5. Ensure accurate portioning for foods according to standard.
6. Alerts Lead Cook and Food Services Coordinator to problems, needs, and complaints, concerning resident's needs, equipment, food supply; sanitation; and safety.
7. Appropriately serves meals according to standards to residents; staff; and visitors.
8. Stores foods properly and in accordance with federal and state regulations.
9. As requested; prepares ethnic meal items or special requests for resident service, incorporating necessary dietary restrictions, as appropriate.
10. As directed, assists Lead Cook in performance of monthly inventory and in ordering.
11. Accepts and verifies deliveries, checking items received against invoice, ensuring quality and good condition of items.
12. Assist with inventory management/cost containment by appropriate use and storage of food/supplies/chemicals.
13. Maintains safe environment and follows established safety regulations, sanitation procedures, and established Infection Control and Universal Precaution Procedures when performing daily tasks.
14. Recognizes unsafe/unsanitary (or potential for) conditions and correct situation. Reports situation if unable to ensure correction.
15. Executes emergency procedures (Fire Drill, Disaster Drill, etc.) appropriately and safely.
16. Communicates with dietician regarding problems, requests, changes, and follows through using established procedures. Process and follows up with kitchen staff.
17. Does floor rounds to ensure satisfaction with food and service. Handles problems immediately. Oversees accuracy of trays and compliance to regulatory requirements.
18. Ensures proper monitoring of food quality, temperature and accuracy. Corrects deficiencies. Detects and reports spoiled or unattractive food supplies.
19. Ensures accurate recording of statistics to maintain integrity of production safety and security of department and facility.
20. Accurately completes department opening and closing procedures to ensure safety and security of department and facility.
21. Maintains established policies and procedures, standards and practices in food preparation to achieve department objective of high quality nutritional meals.
22. Assist in evaluating food preparation and effect of recommended changes to improve operations.
23. Assists in maintaining established department policies, procedures, objectives for quality assurance, safety and infection control.

B. OTHER JOB FUNCTIONS AND DUTIES:

1. Attends and participates in meetings and committees as requested.
2. Performs other duties as required.

Acknowledged: _____ Date: _____
PRINT NAME/ SIGNATURE