

CORNERSTONE NURSING AND REHAB CENTER

Title JOB DESCRIPTION	COOK 4 PAGES
Department	Dietary
Supervisor	Dietary Manager
Work Area	Kitchen, Dining rooms, Resident rooms
Purpose	Prepare daily menu items and carry out the operation of the dietary department.

GENERAL DESCRIPTION

Cornerstone Nursing and Rehab Center will meet the nutritional and dietary needs of residents to promote their optimal health. The nutritional needs of the residents will be in accordance with the recommended dietary allowances based on age, gender, activity level and disability and medical need.

PRINCIPLE DUTIES

- Determine all equipment functions properly
- Maintain records of refrigeration and freezer temperatures
- Select and prepare food according to menus for each meal
- Prepare resident plates according to diet needs in an appetizing and well-cooked manner
- Deliver plates to the nursing staff and marking them, to ensure delivery to the correct resident
- Properly store and date leftover food
- Prepare foods in advance of meals such as desserts, rolls, bread, etc.
- Check incoming merchandise to ensure invoice matches delivery order
- Store received merchandise in proper storage areas
- Assure that meat is tender and food is tasty
- Assist in daily and scheduled cleaning duties of the department
- Wash dishes, glasses, utensils, pots, and pans, etc.
- Perform other duties as assigned by the supervisor or the administrator
- Prepare food according to standardized recipes and menus
- Determine the amount and type of food and supplies required for daily menus
- Ensure that all supplies are obtained from storage areas in adequate time for meal production

PRINCIPLE RESPONSIBILITIES

- Ensure that the department complies with established sanitary standards
- Follow manufacturer's directions in use, operation, and care of equipment

- Plan food production to coordinate with meal serving hours so that excellence in quality, nutrition, temperature and appearance for food is preserved
- Manage the department in absence of Dietary Manager and/or Assistant Dietary Manager
- Maintain dietary standards for quality and quantity of food production and service
- Prepare meals according to planned menus and special diets
- Ensure compliance with established sanitary standards, personal hygiene and health standards for self and other dietary personnel
- Participate in surveys/inspections made by regulating agencies
- Using time management, manage multiple priorities
- Follow all the policies and procedures set forth in the Policy and Procedure Manuals
- Attend all in-service training sessions
- Maintain positive relations with residents, families and staff
- Be familiar with all infection control, department and facility policies and procedures
- Maintain confidentiality
- Comply with applicable standards of behavior and conducts including, but not limited to, standards of conduct, and professional code of ethics
- Complete all training, as assigned, within the specified time frame
- Use proper protective equipment when required
- Ensure all items needing freezer or refrigeration are put away within 30 minutes
- Ensure all dry storage items are put away by the end of the day
- Keep all storage rooms locked
- Know and understand different types of diets

MINIMUM QUALIFICATIONS

- Possess a high school diploma or its equivalent;
- Possess a thorough understanding for speaking, reading, and writing of the English language
- Be in good physical and mental health
- Possess leadership qualities
- Possess a sense of responsibility
- Possess a high degree of personal hygiene
- Capable of working independently
- Possess working knowledge of food preparation in the health care setting

PHYSICAL DEMANDS OF THE JOB

- See the physical demands for this position

WORKING CONDITIONS

- The employee works in a well-lighted, well ventilated work area
- The employee may be exposed to extremes of hot and cold temperatures
- The employee may be subject to cuts, burns, and falls
- The employee will work in close quarters with others
- Pressure meeting meal schedule

WORKING HOURS

Shifts: 5:30 am - 2:00 pm
11:00 am - 7:30 pm

Shifts will be assigned by the Dietary Manager and include nights, weekends, and holidays and are subject to change.

Administrator

Date

Revision History

DATE	Approved/Reviewed by:

I, _____, have read the above job description and fully understand the conditions set forth therein, and as a Dietary Cook. I will perform these duties to the best of my ability. I also understand Cornerstone Nursing and Rehab Center cannot guarantee my employment and that Cornerstone may change wages, benefits and/or conditions of employment at any time.

Employee Signature

Date