Reports to:  Director of Food Services

**JOB SUMMARY:** The Cook is responsible for the preparation and service of nutritious, attractive meals that are prepared, served, and handled in accordance with state/federal food service rules and the resident’s service plan. The Cook is also responsible for the supervision of all food service personnel as the PIC (person-in-charge) in the absence of the Director of Food Services. The Cook must also ensure that the kitchen and dining room are maintained in a clean and sanitary manner.

**PRIMARY RESPONSIBILITIES:**

*Food and Inventory*

1. Assist the Director of Food Services, as needed, in planning weekly menus in accordance with company policies and procedures, and incorporate a variety of nutritional and fresh, seasonal foods, and resident requested menus.
2. Identify and report food and supplies needed for the next week’s menus.
3. Assist in the receiving, rotation, and storage of products.
4. Follow established systems to ensure minimal waste and/or loss of inventory.

*Food Preparation and Dining Service*

1. Prepare and cook food in accordance with nutritional guidelines, state/federal food service and sanitation regulations, and residents’ individual prescribed diets and food preferences.
2. Prepare food in an appetizing and attractive manner.
3. Assist in fostering residents’ independence with eating by providing adaptive equipment or special diet types and textures, as indicated by the resident’s service plan.
4. Ensure that meals are delivered on time, at the right temperatures, and in a pleasant manner.
5. Visit with residents at each meal when available, monitor quality of meal and solicit resident feedback on meals served and their likes and dislikes.
6. Prepare food and coordinate food service for special events as requested.
7. Encourage residents to participate in the food service program and provide a forum for their input in menu planning.
8. Provide substitute foods of similar nutritive value to residents who refuse foods served.
9. Notify the Director of Food Service of any malfunctioning kitchen appliances or equipment needing replacement.
10. Prepare food for employees in accordance with employee meal program.
11. Other duties as assigned by supervisor.

*Regulatory Compliance, Sanitation and Department Maintenance*

1. Ensure compliance and staff training with Hazard Analysis and Critical Control Points (HACCP), state/federal food service and sanitation regulations, department of health and company policies and procedures.
2. Maintain a clean, organized, efficient and safe kitchen environment.
3. Ensure proper storage and handling of food and equipment in accordance with state/federal food service and sanitation regulations/guidelines.
Supervising Personnel

1. Supervise food service employees, and ensure adequate staffing in the food service and dining room departments.
2. Lead by example, encourage teamwork, promote a customer service philosophy, and provide ongoing coaching to employees.
3. Oversee and insure that all food service employees are performing their job duties in accordance with state and federal rules/regulations and company policies and procedures. Provide on-going training and education, individually and in group settings, as opportunities arise.
4. Report employee performance or disciplinary concerns to the Director of Food Services.
5. Report employee on-the-job injuries to the Director of Food Services.

QUALIFICATIONS/SPECIFICATIONS:
1. Genuine concern for and ability to work with the elderly.
2. Knowledge of the requirements for providing nutrition standards to the elderly.
3. Knowledge of and ability to conform to:
   - State/federal food service and sanitation regulations
   - Safe operation of kitchen appliances
   - Special diets including: low sodium, diabetic, vegetarian, gluten free; and special diet textures and liquid viscosities
4. Ability to train, supervise, lead, and motivate people.
5. Must be able to utilize standard precaution knowledge and infection control measures where required.
6. Ability to delegate responsibility while maintaining oversight of daily activities and major projects.
7. Ability to make sound decisions when faced with ambiguous situations and to function effectively despite conflicting information.
8. Speech/language- must have strong command of the English language sufficient to read and write and interpret menus, recipes, and dietary information.
9. Ability to work with superiors and within the parameters of corporate policies and procedures.

EDUCATION:
Minimum high school graduate or GED, Required, current Food Handler’s permit, preferred ServSafe certification.

EXPERIENCE:
Minimum one year experience as a chef/cook in a health care setting, commercial kitchen, restaurant, or preparing meals on a regular basis for large groups (over 50). Management or supervisory experience a plus.
PHYSICAL JOB REQUIREMENTS:
In a typical eight hour day, employee will:

- Stand constantly, walk short distances frequently.
- Sit infrequently.

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- Bends at waist, knees, hips and spine, frequently while lifting ≥10# but ≤25#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Performs squats on a frequent basis to reach below knee requiring ≥10# but ≤25#.
- Reaches on a constant basis while performing dietary functions. May occasionally reach overhead requiring ≤10#, and below waist requiring ≤25#.
- Performs a twist or rotation frequently at the trunk, hips, knees and neck while performing duties requiring ≥10# but ≤25#.
- Vision—must be able to read clearly with or without corrective lenses.
- Hearing- Must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
- Speech/language- must have strong command of the English language sufficient to read, write, and interpret menus, recipes, and food service/sanitation information.
- Bloodborne exposure category: Low

Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know prior to accepting the position and as soon as possible should a change occur.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

Applicant’s/Employee’s Signature ___________________________ Date ______________________

Cook