

Cook

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

Purpose of Your Job Position

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

Delegation of Authority

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

Job Functions

Every effort has been made to identify the essential function of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

Miscellaneous Information	Risk Exposure Potential to Blood and/or Body Fluids	Essential function (√ = NO)	Safety Factors			Competency Evaluation	
			Function Requires Repetitive Motion (√ = YES)	MINIMUM Weight Lifting Requirements Apply to Task (√ = YES)	Function Requires Prolonged Sitting, Standing, Bending, etc. (√ = YES)	Performs Function Satisfactorily (√ = NO)	Needs In-Service Training (√ = YES)
Duties and Responsibilities							
Administrative Functions	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Review menus prior to preparation of food.	3						
Inspect special diet trays to assure that the correct diet is served to the resident.	3				√		
Perform administrative requirements such as completing necessary forms, reports, etc., and submit to the Director of Food Services.	3						
Coordinate food service with other departments as necessary.	3						
Work with the facility's dietitian as necessary and implement recommended changes as required.	3						
Ensure that all food procedures are followed in accordance with established policies.	3						
Assist in standardizing the methods in which work will be accomplished.	3						
Assume the authority, responsibility and accountability of Cook.	3						
Ensure that menus are maintained and filed in accordance with established policies and procedures.	3						

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
Administrative Functions (continued)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assist in establishing food service production line, etc., to assure that meals are prepared on time.	3						
Process diet changes and new diets as received from Nursing Services.	3				√		
Agree not to disclosed assigned user ID code and password for accessing resident/facility information and promptly report any known or suspected unauthorized access, use, or disclosure of such information to the Administrator.	3						
Others as deemed necessary and appropriate, or as may be directed.	3						
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.	3						
Create and maintain an atmosphere of warmth, personal interest, and positive emphasis as well as a calm environment throughout the department.	3						
Report occupational exposures to blood, body fluids, infectious materials, and hazardous chemicals to the Director of Food Services.	3						
Report known or suspected incidents of fraud to the Administrator.	3						
Log off computer workstations per established facility policy.							
Staff Development							
Participate and assist in departmental studies and projects as assigned or that may become necessary.	3						
Attend and participate in workshops, seminars, etc., as directed.	3						
Attend and participate in facility mandatory in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, etc.).	3						
Food Service							
Prepare meals in accordance with planned menus.	3				√		
Prepare and serve meals that are palatable and appetizing in appearance.	3				√		
Serve food in accordance with established portion control procedures.	3				√		
Prepare food for therapeutic diets in accordance with planned menus.	3				√		
Prepare food in accordance with standardized recipes and special diet orders.	3				√		
Prepare and serve bedtime snacks.	3				√		
Be sure that appropriate equipment and utensils are provided with the resident's meal tray.	3				√		
Review care plans to assure that current food information is consistent with foods served.	3				√		
Prepare and serve substitute foods to residents who refuse foods served.	3				√		

Duties and Responsibilities (continued)	Risk Exposure to Blood/Body Fluids	Essential function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Safety and Sanitation							
Prepare food in accordance with sanitary regulations as well as our established policies and procedures.	3				√		
Ensure that safety regulations and precautions are followed at all times by all personnel.	3						
Follow established Infection Control Precautions policies and procedures when performing daily tasks.	3						
Assist/direct daily or scheduled cleaning duties in accordance with established policies and procedures.	3						
Ensure that the department is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained.	3						
Report all hazardous conditions/equipment to the Director of Food Services immediately.	3						
Report all accidents/incidents as established by department policies. Fill out and file reports as directed.	3						
Assist in maintaining food storage areas in a clean and properly arranged manner at all times.	3			√			
Dispose of food and waste in accordance with established policies.	3			√			
Wear protective clothing and equipment when handling infectious waste and/or blood/body fluids.	2						
Report missing/illegible labels or SDSs to the Director of Food Services.	3						
Equipment and Supply Functions							
Ensure that food and supplies for the next meal are readily available.	3			√			
Assist in inventorying and storing in-coming food, supplies, etc., as necessary.	3			√			
Recommend to the Director of Food Services the equipment and supply needs of the department.	3						
Resident Rights							
Maintain confidentiality of all pertinent resident care information including protected health information. Report known or suspected incidents of unauthorized access, use, or disclosure of such information.	3						
Knock and announce yourself before entering a resident's room.	3						
Review complaints and grievances and make necessary oral/written reports to the Director of Food Services. Follow facility's established procedures.	3						
Miscellaneous							
Assist in serving meals as necessary and on a timely basis.	3						
Make only authorized food substitutions.	3						
Assist in food preparation for special meals, for parties, etc.	3						

Working Conditions

Works in well-lighted/ventilated areas. Atmosphere is warm for cooking.
 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.
 Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
 Attends and participates in continuing educational programs.
 Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
 Is subject to sudden temperature changes when entering refrigerator.
 May be exposed to heat/cold temperatures in kitchen/storage area.
 Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.
 Maintains a liaison with other department directors to adequately plan for food services/activities.
 May be subject to the handling of and exposure to hazardous chemicals.

Education

Must possess, as a minimum, an 8th grade education.

Experience

One (1) year food experience in a supervisory capacity in a hospital, nursing care facility, or other related medical facility preferred (but not necessary).

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 food procedures.
 Must possess leadership ability and willingness to work harmoniously with other 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 food practices.
 Must not pose a direct threat to the health or safety of other individuals in the workplace.
 Must possess at time of hire and at random requests of the facility administrator, an unencumbered drug test result.

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 meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
 Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and, at times, hostile people within the facility.
 Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
 Must be able to taste and smell food to determine quality and palatability.
 May be necessary to assist in the evacuation of residents during emergency situations.

Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Cook** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I understand that I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Job Position Analysis Information

¹ Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1 = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2 = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3 = This task does **not** involve any risk of exposure to blood or body fluids.

² Essential function Column:

A √ mark in this column indicates that you will not be required to perform this task.

³ Repetitive Motion Column:

A √ mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

⁴ Minimum Weight Lifting Requirement Column:

A √ mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

⁵ Prolonged Sitting, Standing, and Bending Column:

A √ mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

⁶ Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check √ in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

⁷ In-Service Training Column:

A √ mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.