

**CHELSEA SENIOR LIVING
POLICY AND PROCEDURES**

JOB DESCRIPTION

JOB TITLE: COOK
SHIFT: VARIED TIME SCHEDULE
REPORTS TO: FOOD SERVICES DIRECTOR

GENERAL MISSION OF EACH EMPLOYEE:

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to, transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

SUMMARY:

Assists the Food Services Director to develop, plan, coordinate and execute the food service activities of the residence, personally or through delegating duties to dietary staff. Supervises dietary staff to ensure quality of food production, delivery and clean up.

DUTIES AND RESPONSIBILITIES:

- Directs the department when the Food Services Director is not available.
- Inspects food and food preparation to maintain quality standards and sanitation regulations. Complies with applicable codes and manufacturer's specifications.
- Notifies the Food Services Director immediately of any situation that may endanger a resident. The Executive Director or designee should be notified in the absence of the Food Services Director.
- Ensures availability of current diet manual for all dining service personnel and nursing service personnel.
- Is present in the residence when meals are being prepared. Can be delegated by the Food Services Director to be his/her designee.

- Prepares and presents meals; assures that between meals snacks and beverages are available for all residents at all times.
- Assists the Food Services Director in writing and dating menus at least 3 weeks in advance for all diets, ensuring compliance with state and local regulations.
- Assists the Food Services Director in posting current menus with portion sizes and any changes in menus in the food preparation area; posting menus in a conspicuous place in the residents' area and/or providing each resident with a copy of the menu; posting or providing in writing to each resident any changes or substitutes in the menu; keeping any menus with changes or substitutes on file in the residence for at least six (6) months.
- Assures that diets are served that are consistent with the diet manual; assures that special diets are served in accordance with physicians' orders.
- Assures that substitute foods and beverages of equivalent nutritional value shall be available to all residents.
- Sees that all meals shall be served at the proper temperature and shall be attractive when served. Assures that place settings and condiments are appropriate to the meal.
- Responsible to cook meals in accordance with regulations and the Diet Manual. Confers with the Food Services Director and the Health Services Director for tray service as needed.
- Confers with the Food Services Director and in his/her absence with the Recreation Director and the Community Relations Director for special events.
- Oversees the coffee, tea and snack table.
- Assists the Food Services Director to estimate food and beverage costs and in ordering and purchasing of supplies.
- Maintains confidentiality of all residents at all times.
- Maintains logs.

SUPERVISORY RESPONSIBILITIES:

Assists the Food Services Director and carries out supervisory responsibilities in accordance with the organization's policies and applicable state and local regulations. Assists Food Services Director in training and providing continued in-service to staff; plans, assigns and directs work; addresses complaints, resolves problems, and supervises kitchen staff in Food Services Director's absence.

QUALIFICATIONS:

The qualifications listed below are representative of the knowledge, skills and/or abilities required performing the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** Culinary training and/or minimum six months related experience or equivalent combination of experience and training. Serve Safe or Food Handler every 5 yrs.
- **Language Skills:** Able to read, analyze and interpret general business and professional journals, technical procedures and government regulations. Ability to write reports business correspondence and procedure manuals. Able to present information effectively and to respond to questions from residents, residents' families, staff members, regulatory agencies, members of the community and managers.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, areas, circumferences and volumes.

- Reasoning Ability: Able to solve practical problems and to deal with a variety of concrete variables in situations when only limited standardization exists. Able to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.
- Physical Demands: Able to make rounds in the kitchen, dining room and tea room. Must be able to handle objects, tools and controls. Must be able to see, have a good sense of smell and must occasionally lift, push and/or move up to 50 pounds. Must be able to stand for long periods of time.
- May be required CPR and/or First Aid certification.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The employee will work with kitchen appliances, knives, slicing machines, food mixers and other moving mechanical parts. The employee is exposed to extreme heat and cold; environment contains hot liquids, gases and solids. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Employee's Signature: _____

Date: _____