

# Apostolic Christian LifePoints

## *Job Description*

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<b>Position:</b>	<b>Cook</b>
<b>Facility:</b>	<b>Timber Ridge</b>
<b>Department:</b>	<b>Domestic Services</b>
<b>Reports to:</b>	<b>TR Dietary Manager</b>
<b>Supervises:</b>	<b>Assistant Cook in absence of TR Dietary Manager and Dietary Aides</b>

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### **Scope of 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, and established policies and procedures as directed by the Dietary Manager to assure that quality food service is provided at all times.

### **Qualifications:**

1. Ability to read, write and speak the English language
2. Must be a minimum of eighteen (18) years of age and of good moral character
3. Must possess, as a minimum, a 8<sup>th</sup> grade education
4. Prefer one (1) year dietary experience in a hospital, skilled nursing care facility, or other related medical facility
5. Must function independently, demonstrate personal integrity and have the ability to work effectively with clients, administrative personnel, consultants, vendors, and others.
6. Must possess or attain and maintain Food Handler Certification.

### **Core Expectations:**

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees
2. Follow safety requirements for agency and department
3. Respect rights and dignity of clients
4. Grasp instructions given for position
5. Know diets, menus, adaptive equipment, information concerning position

### **Job Responsibilities:**

1. Assume the authority, responsibility, and accountability of cook as directed by Dietary Manager
2. Develop and maintain a good working rapport with inter-department personnel as well as other departments within the facility, to assure that food service is properly maintained to meet the needs of the residents
3. Assure that department personnel, residents and visitors follow established dietary policies and procedures at all times
4. Prepares and serves meals that are palatable and appetizing in appearance
5. Assist in serving meal as necessary, and on a timely basis
6. Serve food in accordance with established portion control procedures
7. Assure that special diets are served according to menu and Doctor's orders
8. Prepare food in accordance with sanitary regulations according to state and county requirements and agency policies and procedures

9. Assist in maintaining a safe and sanitary work environment
10. Make recommendations regarding equipment, supply and other facility needs
11. Maintain documentation appropriate for the department
12. If a resident is in need of daily living care, seek assistance on the individual's behalf
13. Facilitate and model positive social interactions with community members, visitors, and other staff
14. Assist in receiving food orders and putting groceries away using FIFO
15. Make food substitutions according to food substitution policy

**Other Responsibilities:**

1. Focus on meeting customer needs (staff, residents, families)
2. Support the vision, mission, and agency values when working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff.
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Respond to staffing needs of the department including calls for help when short staffed
11. Participate in department meetings and maintain appropriate number of in-service hours
12. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
13. Maintain confidentiality of all resident information to assure resident rights are protected

**Physical and Sensory Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to bend, stoop, and move intermittently throughout workday
2. Must possess stamina to spend much of the workday standing or moving around
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Must possess emotional stability to work respectfully and harmoniously with clients and other staff
5. Must be able to use a computer, phone, and others as required
6. May be required to lift, push, pull, and move equipment, supplies, and others, in excess of 50 pounds

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## Job Description Review

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_