

OLIVENHAIN GUEST HOME

JOB DESCRIPTION – COOK

The cook is responsible for the meals/snacks served to the residents, and assures all food is prepared and cooked in accordance with specified recipes and procedures.

Reports to: Kitchen Manager (Chef), Administrator

Essential Duties:

- Prepares and serves food to residents
- Assures work is performed in accordance with all federal, state, and facility regulations regarding sanitation and infection control.
- May be required to prepare and serve coffee, tea, juice, water etc.
- May be required to wash all pots, pans and cooking utensils used to prepare a meal.
- May be responsible for snacks, and special events menus and service.
- Required to assist in the cleaning of the kitchen equipment, food storage area, and supply areas.
- Required to remove garbage from the kitchen and to clean trash containers.
- Required to perform duties in an organized fashion in order to accomplish tasks in allotted time.
- Assures personal compliance to all state and federal regulations including blood borne pathogens, infection control, use of hazardous materials, and fire safety.
- Assures personal compliance to resident's rights.
- Follows safety procedures as stated in dietary service manual.
- Complies with schedule as established by Kitchen Manager.

Physical Requirements:

- Daily standing, walking, bending, and reaching
- Must be able to lift up to 50 pounds
- Must be able to perform frequent standing, grasping, handling, lifting, pulling, and reaching
- Must be able to perform occasional bending, crouching, pulling and pushing

Qualifications:

- FBI/DOJ Criminal Background Clearance
- Negative TB test within 6 months of hire date/Health Screen
- High School diploma or equivalent
- First Aid/CPR Certification

Abilities:

- Can read and understand English, and interpret basic instructions as well as respond to them, both verbally and in writing.
- Can elicit information from residents and communicate effectively, verbal and nonverbal.
- Can plan and implement one's work schedule consistently.
- Communicates effectively with coworkers, and maintains a professional and favorable image when interacting with residents, families, and other visitors

Employee Signature

Date

Employer Signature

Date