

Job Description

Cook

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Reports to: Dining Services Director
Position Supervises: Dietary Aides

Date Prepared: 10/2/2008
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Basic Purpose of Position: Assist Dining Services Director in preparing appealing, nutritious, heart healthy, tasteful, fresh food for residents, prospective residents, families and guests.

Duties and Responsibilities:

- Be available for weekend coverage and on call situations on a rotating basis
- Ability to speak, read and understand English language
- Demonstrate awareness of sanitation regulation in handling and storing food
- Demonstrate awareness of safety rules in the kitchen
- Read recipe books and menus
- Bake desserts
- Follow recipe book / read labels
- Operate dishwashing machine
- Prepare salads
- Check orders delivered against invoice
- Operate safely all kitchen equipment
- Communicate effectively with residents/staff
- Organize time to prepare meals ahead of serving time
- Clean ovens, grill, work space and cooking utensils
- Withstand heat from cooking area, and cold from below-zero freezer
- Must be able to prepare complete menu meal in the absence of the Dining Services Director
- Promote positive work environment that emphasizes teamwork
- Demonstrate positive attitude and ability to work well with all people, particularly the elderly
- Maintain resident confidentiality
- Be familiar with The Colonnade Policies & Procedures Manual
- Be familiar with The Colonnade Employee Handbook
- Be prepared to work in any area of the department
- Demonstrate willingness to help other staff when needed
- Perform other duties as assigned

Qualifications

This position requires a high school diploma or equivalent certificate; at least two years food preparation, food purchasing, safety, sanitation and menu preparation experience in a restaurant, health care facility, or institution. Employee must possess a valid First Aid card and training regarding relieving choking.

Physical Demands:

In order to successfully perform the various duties of this job, the employee must frequently be able to stand, stoop and bend; regularly must move at least 50 pounds without assistance, is regularly required to talk and hear, sit, use hands to finger, handle or feel objects, tools or

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controls and reach with hands and arms. Specific vision abilities required for this job include close vision, depth perception and the ability to adjust focus.

Physical demands described here are representative of those that must be met by every employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Signatures	
_____	_____
Employee	Date
_____	_____
Supervisor/Manager	Date