

Job Description Cook

FAIRVIEW ASSISTED LIVING AKA PERRY COUNTY HOME

Revised 5/4/2017

Under general supervision, cooks prepare meals for and serve meals to residents and guests of the Perry County Home and contribute to providing a clean and safe environment for our residents by the general cleaning of the kitchen and dining room areas.

Qualifications: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

Duties: Job duties include but are not limited to preparing meals, serving meals, cleaning dietary and dining room areas, receiving and storing of food and other supplies, and cooperating with co-workers, professional nursing staff and the Administration.

Preparation of Meals: Cooks prepare meals for residents by:

- Operating and utilizing various kitchen appliances and utensils including ranges, ovens, grills, steam tables, and deep fryer
- Ensuring the proper use of food preparation equipment and appliances
- Following all safety practices and procedures
- Utilizing institutional food preparation methods and techniques
- Observing all safety practices and procedures and proper sanitation methods
- Demonstrating ability to follow oral and written directions and recipes

Serving of Meals: Cooks serve meals to residents by

- Setting up trays and tables
- Serving food and beverages to residents
- Serving controlled portions as directed by supervisors
- Developing and maintaining working relationships with residents and guests

General Cleaning: Cooks are responsible for:

- Cleaning and sanitizing food preparation and food service areas during and following the

- completion of meals
- Washing utensils and operating dishwasher
 - Cleaning appliances
 - Wiping and sanitizing counter tops
 - Sweeping and mopping dietary and dining room floors
 - Performing other related custodial tasks

Delivery and Storage of Food and Other Supplies: Cooks assist in the control of inventory supplies by:

- Receiving deliveries and ensuring order correctness
- Ensuring proper food storage methods are followed

Bathrooms and Trash Disposal: Cooks are responsible for emptying trash receptacles in dietary and dining room areas and also responsible for keeping the dietary bathroom clean.

Communicating with Co-Workers, Professional Nursing Personnel and the Administration:

Cooks must utilize proper communication skills in order to:

- Complete all required reports
- Maintain a positive productive workplace with co-workers
- Notify the Administration of any safety hazards
- Notify supervisors of changes or problems
- Observe and follow all safety practices and procedures
- Properly communicate with the public and residents

Related Duties: All cooks are required to perform any other related duties as described by the Administration staff of Fairview Assisted Living.

Other Requirements: Must have a current driver's license and good driving record, providing own transportation and vehicle liability insurance; expected to work as scheduled.

If there is a change regarding your vehicle insurance and/or driving status it is your responsibility to notify management.

NOTICE: Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potential infectious material, and/or aggressive behavior.

Mandatory Coverage is a Condition of Employment

(Employee)

(Date)

(Director)

(Date)