**JOB DESCRIPTION**

**SECTION: FOOD SERVICE**

**POSITION / TITLE: P.M. COOK**

**RESPONSIBLE TO: FOOD SERVICE MANAGER / DIETITIAN**

**STARTING HOURLY WAGE: From $15/hour with shift differentials of $1.50 for evening shift and $2 an hour for weekends.**

**Sign on bonus of $1000. $500 upon hire and $500 after 90 days. For Full time positons.**

**JOB SUMMARY:**

Standards, guide lines and regulations, within established policies and procedures, and as may be directed by the Food Service Manager and / or Dietitian, to assure that quality food service is provided at all times.

**CORE JOB RESPONSIBILITIES AND DUTIES:**

1. Prepares afternoon snacks and the Supper meal according to the menu, including regular and modified diets.
2. Meets all standards set for quality food that is ready to serve at the scheduled times.
3. Follows approved menus and standardized recipes planned for the facility.
4. Serves meals using portions controlled serving equipment and forecast amounts of foods needed to prevent under and over productions of food items.
5. Stores leftover foods and plans for early utilization.
6. Responsible for preparing a meal that is palatable and appetizing in appearance.
7. Responsible for washing pots and pans as well as all equipment.
8. Responsible to sweep and mop kitchen floor.
9. Completes required forms daily. (i.e. patient census, temperature charts, etc.)
10. Ensure that food and supplies for the next day’s meal are readily available.
11. Responsible for assisting with the clean up of the dining room tables.
12. Responsible for putting away clean dishes, pots, pans and equipment.
13. Asks residents menu choices for the following noon meal and records choices.
14. Checking supplies as they are delivered.
15. Putting away supplies when they are delivered in the walk-in freezer, walk-in refrigerator and dry storage.

**ADDITIONAL JOB RESPONSIBILITIES AND DUTIES:**

1. Makes sure dietary personnel wear protective clothing / devices when performing task that involve the handling of infectious waste and / or blood / body fluids.
2. Ensure that safe regulations and precautions are followed at all times by all personnel.
3. Participates in and assist in departmental studies and projects as assigned.
4. Maintains confidentiality of all pertinent resident care information.
5. Reports all hazardous conditions or equipment to the Food Service Manager.
6. Ensures that all dietary procedures are followed in accordance with established policies.
7. Maintains open communications with the Food Service Manager regarding the general operation of the Food Service Department.
8. Is responsible for the Dietary Department in the absence of the Food Service Manager. Makes sure dietary personnel follow all safe food and sanitary practices
9. Performs other duties as assigned.
10. Team work!

**KNOWLEDGE / SKILLS:**

1. Must have High School Diploma
2. Must have knowledge of or able to learn modified diets.
3. Must have knowledge of or able to learn food safety and sanitation practices.

**CONTACT WITH OTHERS:**

1. Must maintain open communication with dietary and other Health Center personnel, residents, residents’ families, and others in community resources.

**PHYSICAL DEMANDS:**

1. Must be able to stand and walk at least 8 hours per day.
2. Must be able to lift at least 50 pounds from time to time.
3. Must be able to perform frequent bending, crouching, lifting, pulling, pushing, reaching, stooping, sweeping and mopping.

**WORKING CONDITIONS:**

1. Works in well-lighted areas.
2. Is subject for frequent interruptions.
3. Is involved with residents, personnel, visitors, government agencies / personnel, etc., under all conditions and circumstances.
4. Is subject to hostile and emotional upset residents, family members, etc.
5. Communicates with the medical staff, nursing staff, and other department supervisors.
6. Works beyond normal duty hours, on weekends, and in other positions temporarily, when needed.
7. Is subject to call back during emergency conditions ( i.e., severe weather, evacuation, post-disaster, etc.).
8. Is subject to injury from falls, burns from equipment, odors, etc., throughout the day, as well as to reactions from dust, disinfectants, and other air contaminants.
9. Is subject to sudden temperature changes when entering the refrigerator or freezer.
10. Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the Aides and Hepatitis B viruses.
11. May be subject to the handling of and exposure to hazardous chemicals.

Benefits for staff working over 30 hours per week are listed on our CAREERS page.