Northwest Colorado Health

Haven Assisted Living Facility

Cook

General Statement of Duties:
This position is responsible for the nutritional needs of the residents, including three (3) meals per day plus snacks. In addition, the facility provides food services for special events and meetings. All food services will be prepared in accordance with State Health Department guidelines as to proper clothing and hair restraints, proper temperatures of food at time of serving, proper cleanliness and general good kitchen/pantry conditions.

Supervision Received:
Works under the general supervision and direction of the Kitchen Manager.

Supervision Exercised:
None.

Essential Functions:
1. Preparation of three daily meals for the residents of the Haven Assisted Living Facility.

    - Preparation and serving of breakfast (7am – 8am)
    - Preparation and serving of the noon meal (dinner)
    - Preparation of the evening meal (6pm - supper) and leave instructions for swing shift staff as to warming, cooking and serving
    - Prepare snack items to be available to residents throughout the daytime hours
    - Assist with the food preparation for the annual fundraiser
    - Wash all prep dishes and clean prep area

2. Assist the kitchen manager with the preparation of menus for the days you are scheduled to cook. Menus are prepared two weeks in advance.

    - Communicate to the manager those items on your menu selection which are “non-routine”
    - Observe residents for additional assistance they may need at meal time and communicate those observations to the supervisor
    - Shopping may be necessary and will be discussed and/or coordinated with the supervisor

3. Plan, organize and prioritize daily duties to accommodate additional cooking for other events.
    - Attends classes, in-service training sessions, and meetings as required and necessary.
    - Communicate with the supervisor regarding any equipment needs or repairs.

This description of responsibilities is intended to provide only basic guidelines for meeting each essential function. Additional responsibilities may be added, as appropriate.

Education:
High School diploma or equivalent required.

Experience:
Previous meal preparation, commercial cooking, and planning experience is preferred.

Requirements:
1. If car is used, must provide proof of adequate insurance coverage totaling at least $300,000 and valid Colorado driver's license.
2. Annual TB Testing.

Skills:
1. Daily standing, squatting, walking, bending, and maneuvering in facility which is not barrier-free.
2. Daily bending, twisting, overhead reaching, and push-pull activities; daily lifting requirement of 25 pounds.

Knowledge:
1. Must have knowledge of practices and procedures of meal preparation and safety skills sufficient enough to follow acceptable practices.

Abilities:
1. Can read and interpret basic instructions as well as respond to them, verbally and in writing.
2. Can plan and implement one's work schedule.

Equipment:
1. Kitchen equipment such as stove, electric appliances, dishwasher, standard kitchen utensils.
2. Cleaning equipment used, such as commercial cleaning solvents, and are to be used only as directed on product label.

Working Conditions:

1. Work environment is highly variable, lighting, acoustics, air quality, temperature, and environmental hazards are not predictable.
2. Position will require working weekends and holidays as scheduled.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____

Date: _____