Job Title: Dietary Cook	**Reports To:** Culinary Manager
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

POSITION SUMMARY

- The cook prepares and serves meals according to the menus, recipes, and dietary restrictions. The cook assists the Culinary Manager as directed and supervises the dietary staff in the absence of the Culinary Manager.

GENERAL JOB DUTIES

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility/Community and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents/tenants and staff members is the number one priority of their Facility/Community.
- All employees are responsible for making the most of their working time and reaching maximum potential by being on time for appointments, checking voicemails/emails as appropriate and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Handle and prepare food according to the current Food Code Guidelines.
- Perform simple arithmetic and units of measurement conversions used in food preparation.
- Prepare food which is palatable and appetizing in appearance.
- Need to be able to follow verbal and written instructions.
- Prepare food according to recipes and menus. This will include preparing therapeutic and altered texture diets for the long-term care setting.
- For the long-term care setting, pay attention to residents' prescribed diets to ensure they are receiving the proper nutrition.
- Responsible for avoiding food waste.
- Maintain a steady work pace to ensure all residents/tenants receive their meals at the established time.
- Complete documentation of important data for food safety.
- Assess all food service equipment to ensure they are in proper working condition and properly care for all equipment to assist with keeping everything in good working condition.
- Ensure the kitchen, utensils, and food service equipment are kept clean and sanitary according to State and Federal regulations and management standards.
- Work cooperatively with food service staff and other departments.
- Attend in-service training programs for food service employees.
- Comply with established infection control and standard precautions.

- Come to work as scheduled and consistently demonstrate dependability and responsibility.
- Come to work in a clean, neat uniform, and consistently present an appropriate professional appearance.
- Accept and perform additional duties as assigned by the Culinary Manager or Administrator/Executive Director in a cooperative manner.
- Serve meals and beverages according to State and Federal guidelines and management standards.
- Clean and sanitize kitchen area equipment and supplies according to schedules, routines, and standards established by management the Culinary Manager.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- Always follow Residents/Tenants Rights policies.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- The sensory and communicative activities essential to the performance of this position include feeling, hearing, seeing, smelling, speaking, reading, writing, and tasting.

EDUCATION & EXPERIENCE REQUIREMENTS

High School Diploma or GED preferred.
Some experience in institutional cooking is preferred.
Must complete Food Safety and Sanitation education and participate in on-going in-service education.

PHYSICAL REQUIREMENTS

- Ability to carry or lift up to 50 pounds and more with assistance. This position requires regular movements such as: balancing, crouching, fingering, grasping, kneeling, reaching, lifting, pulling, pushing, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to inside environmental conditions and physical, chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

REQUIRED SKILLS

- Assume responsibility and accountability for all jobs performed as cook.
- Ability to work rapidly and under stress for short periods of time.
- Ability to work in a team environment, set a positive example and communicate effectively with staff and residents/tenants.
- A responsible, organized, and detail-oriented mindset.
- Refined time management skills and the ability to multi-task.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility/Community, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility/Community is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable

expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

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FACILITY/COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE **DATE**

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE **DATE**

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PRINT SUPERVISOR NAME