



Job Description

Position Title: Cook
Classification: Nonexempt
Reports To: Dietary Manager
Date Created: May 2017
Hours: Part Time

Summary/Objective:

The Cook will support the day-to-day operations within the dietary department for our Assisted Living facilities. This role is responsible to prepare and serve appealing, appetizing and nourishing food to the residents while maintaining a safe and sanitary dining experience in compliance with Assisted Living regulations and SHO policies.

Essential Functions:

- ☐ Prepares and cooks meals in accordance with the dietary menu, documents any required substitutions
- ☐ Prepare and serve meals that are palatable and appetizing in appearance
- ☐ May prepare alternate menu selections for residents who require special accommodations
- ☐ May assist in the preparation, set-up and cleaning for all meals and snacks including special meals, meetings and parties
- ☐ Clear dining room, wash and put away dishes and cookware following each meal and snack
- ☐ Complete daily and periodic cleaning duties per schedule ensuring the kitchen is clean in accordance with regulations and SHO policies
- ☐ As feasible fulfill resident requests for special food/snacks during and between meals
- ☐ Serve food to residents in accordance with portion control procedures
- ☐ Assists in inventory, receiving and storage food supplies
- ☐ Consistently acts to promote teamwork in providing the best possible dietary service to our residents with a focus on health and wellness
- ☐ May provide on the job training and orientation programs for new dietary employees
- ☐ Follows dietary policies and procedures at all times
- ☐ Promotes a safe working environment by inspecting all equipment before use
- ☐ Reports any accident/incident or hazards for employees or residents that occur in the kitchen or dining, no matter how insignificant
- ☐ Follow established infection control and universal precaution policies and procedures, as needed
- ☐ Adhere to all resident rights, including, privacy, confidentiality, and treating residents with dignity and respect at all times
- ☐ Perform other duties as assigned

Work Environment:

- ☐ May be exposed to heat/cold temperatures in kitchen/storage area
- ☐ May be required to lift, push, pull and move equipment, supplies in excess of fifty pounds.
- ☐ Standing for long periods, sitting and walking intermittently

- ☐ Subject to falls, burns, odors, throughout the work day and the risk of injury from physical requirements of the job
- ☐ Is subject to exposure to infectious waste, diseases, conditions including HIV and Hepatitis B viruses

Competencies:

- ☐ Commitment to fulfilling the mission of Senior Housing Options, Inc. to provide safe, comfortable housing for seniors and people with disabilities
- ☐ Maintain a professional demeanor and respond with urgency
- ☐ Understanding of discretion needed in handling confidential information
- ☐ Self-directed, accountable for results and proactive; independent problem solver
- ☐ Ability to communicate clearly both verbally and in writing, including the ability to provide non-technical assistance in a simple, straightforward manner
- ☐ Demonstrate sensitivity to the concerns of residents and a commitment to dealing fairly with all
- ☐ Friendly, professional demeanor, positive disposition, tactful, patience and high ethical character even while dealing with difficult or upset residents
- ☐ Strong organizational and interpersonal skills; attention to detail

Education and Experience:

- ☐ High school diploma or equivalent required; culinary training preferred
- ☐ 2-3 years prior working experience in a kitchen environment required
- ☐ Prior working experience cooking and serving meals to an elderly and/or disabled population preferred
- ☐ Ability to read, write, speak and understand the English language fluently, and communicate verbally and in writing at a professional level

Expected Hours of Work:

This role may be full-time, part-time or on-call. Shifts are available 24 hours a day, seven (7) days per week. May be called during off hours to respond to emergency or unusual situations.