



Cook

Position Summary:

The Cook is responsible for preparing and serving palatable, nutritionally balanced, quality food to residents as directed by the Food Service Director. You are responsible for keeping equipment, kitchen and dining areas clean.

Responsibilities:

- Assist the Food Service Director to develop, monitor, and maintain quality standards for the storage, preparation and presentation of food.
- Prepare and serve nutritionally balanced, well-prepared meals that reflect the likes and dislikes of residents in a timely and consistent manner while adhering to menus and special dietary needs.
- Verify appropriate meals and snacks are served to residents.
- Comply with food service department licensing standards and requirements.
- Routinely communicate with the Food Service Director on feedback from residents regarding the food.
- Ensure food items and supplies are on hand when needed.
- Comply with sanitation schedule for kitchen, equipment, and dining room to maintain high a high standard of sanitation and cleanliness.
- At the instruction of the Dietary Director, coordinate special events, including but not limited to holiday meals, birthday meals, company picnics or other events.
- Attend mandatory in-service meetings and continuing education opportunities as required.
- Adhere to SDS procedures regarding cleaners or other hazardous materials.
- Comply with universal precautions and infection control, isolation, fire, safety and sanitation practices and procedures.
- Report any hazardous conditions and equipment, incidents or accidents in a timely fashion.
- Understand, comply with, and promote Resident Rights.
- Maintain confidentiality of resident health information as required by HIPPA
- Perform other duties as assigned.
- Support, reinforce, communicate, and defend the mission, vision, values, philosophy and culture of the organization.

Qualifications:

- High School Diploma or GED
- One year experience cooking / baking from scratch and preparing special diets in a long term care or assisted living setting OR a combination of education and experience
- Excellent computer skills and proficient in word, outlook, and other software programs used by Baruch.
- Excellent communication skills both verbal and written.
- Excellent interpersonal skills and a collaborative work style.

GENERAL REQUIREMENTS

Reporting Relationships: Cook reports to the Food Service Director.

Inside/Outside: 100% inside

Compensation/Benefits: Salary is commensurate with qualifications and experience.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated.

Employee Signature: _____ Date: _____