

**JOB TITLE:** Cook

**IMMEDIATE SUPERVISOR:** Food Service Supervisor

**EDUCATION-REQUIRED:** High school diploma or GED

**EXPERIENCE-REQUIRED:** One (1) year full-time experience in food services

**JOB DUTIES:**

Follow prescribed menus daily, meet meal deadlines as scheduled

Assist in the preparation of special diet meals and lunch boxes

Constantly monitor the activities of residents in the kitchen and dining room, immediately report any potential rules violations or unsafe behaviors

Facilitate the cleaning and maintenance of the kitchen and dining room, maintain all food service equipment

Promote safety at all times by staff and residents, facilitate the accounting of sharp utensils after each meal is completed.

Ensure that meal service policy is adhered to at all times by residents and staff

Take reasonable steps to avoid waste or spoilage of food.

Receive, store and rotate food service supplies. Verify that items received match the invoice.

Coordinate with the cook on the previous and next shift to ensure smooth, continuous service. Any other duties as requested by the Food Services Supervisor or other Supervisors

Physical requirements- Be able to upright self from a prone, kneeling, squatting or sitting position to a standing position without personal physical assistance, be able to do combined walking and standing for up to two continuous hours without any type of assistance, kneeling on one or both knees to inspect, place or retrieve items at or near floor level, be able to bend over, crouch, stoop, inspect, place or retrieve items below knee level, must be able to lift 40 pounds from floor to waist level/must be able to lift 20 pounds from waist level to above the head