

## **Afternoon/Night Cook**

Department/Division: Food Service/Dietary  
Reports To: Dietary Supervisor

### **GENERAL SUMMARY:**

Under the general supervision of the Dietary Supervisor, oversees the function of the kitchen and assigned staff to ensure effective and quality operations and staff performance.

### **ESSENTIAL JOB FUNCTIONS:**

- Will treat and speak to all residents in a respectful, kind, and caring manner.
- Maintains high quality of food production, storage, and sanitation following safety standards.
- Will be responsible for high quality food preparation in accordance with the planned menu following the established standards and guidelines of cooking and serving.
- Will review the menu prior to preparation of food.
- Will follow the four week menu provided, making changes and post changes as necessary and in a timely manner with the express approval of the Dietary Supervisor.
- Prepare a palatable, attractive, nutritionally adequate meal with a garnish.
- Ensures proper temperature.
- Serve meals in a timely fashion.
- Prepare and serve substitute foods for residents who refuse the meal for any reason.
- Frequently taste and adjust food for proper appearance, flavor, smell and consistency.
- Serve meals with correct portioning and temperature.
- Present meals in an attractive manner.
- Assist in food planning and preparation of special meals and events.
- Ensure equipment is well maintained, reporting promptly as maintenance issues or accidents to the Dietary Supervisor.
- Assist in production planning, reporting and record keeping as required.
- Clean the kitchen before, during and after preparation and service, maintaining a high standard of cleanliness.
- Store and discard excess food in accordance with safe-handling procedures.
- Assist in ordering and receiving food and supplies as needed.
- Create new dishes and meal ideas that appeal to residents.
- Maintain professionalism in culinary interactions and operations.
- Follow facility and state policies for personal hygiene to prevent foodborne illness.
- Strictly adhere to procedures regarding infection control, foodborne illness prevention, harmful chemical handling, fire safety and sanitation, promptly reporting any transgression
- Expected to acquire knowledge about residents' preferences to make the dining experience as pleasant as possible.
- Report shortages or needs to the Dietary Supervisor.
- May be asked to take extra shifts or help with special events, including morning and evening shifts.
- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITY:**

Oversees Dietary Aids. Supervisory responsibilities include training new dietary department employees. Accountable for the Dining/Service staff when the Dietary Supervisor is not on site.

### **QUALIFICATIONS:**

High school diploma or equivalent with three to five years of food preparation/service experience, including one year of experience in a supervisory role.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Work is performed in an assisted living environment, involving frequent interaction with residents. Work requires regular physical effort, including standing, walking, bending and lifting. Some work may be performed in a kitchen environment subject to extremes of noise, temperature, odor, etc. Operates kitchen equipment safely and effectively.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Supervisor Signature

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***