

MARCH 15, 2017

TITLE:	Cook	DEPARTMENT:	Dietary
SUPERVISOR:	Food Service Director	SHIFT:	1 st and 2 nd shifts Full time 36 hours/week Every other holiday/weekend
LOCATION:	RiverWoods		

BRIEF DESCRIPTION: Responsible for the performance of a variety of duties in preparing for the serving of meals. Assists cook with the preparation and cooking of food.

PRIMARY RESPONSIBILITIES:

- Supervises Food Service Assistants in the absence of the Food Service Director and Head Cook.
- Prepares and serves food for regular and therapeutic diets in a hygienic manner for the evening meal according to food safety and sanitation regulations.
- Takes and records food and refrigerator temperatures.
- Properly stores, dates and labels all food in a sanitary manner according to regulations.
- Uses mechanical equipment according to safety rules and regulations.
- Cleans and sanitizes utensils, equipment, tables, and floors.
- Supervises in the absence of Food Service Director. Relieves Head Day Cook when required.
- Follows procedures outlined in Job Procedure.
- Advises the Food Service Director of any potential or actual problem which may jeopardize Albright Care Services.

QUALIFICATIONS:

- High school graduate or equivalent in training and experience.
- Demonstrated ability to count money and make change.
- Ability to read and write English.
- Ability to follow oral and written instructions.
- Demonstrates genuine concern for those in need.
- Demonstrates good knowledge of sanitation and safety.
- Must be able to pass a physical examination within State and Federal guidelines.

PHYSICAL DEMANDS:

- Stands 25% and walks 75%.
- Ability to lift and carry 50 lbs. (meats, flour, cartons of canned goods).
- Reaches, handles, fingers and feels in performance of duties.
- Talks with others to coordinate job tasks.
- Visual acuity in performance of duties.
- Manual dexterity to handle equipment and utensils.