

CEDAR COMMUNITY

CLHRC/CBE Cook

Department:	CLHRC/CBE Dining Services	Job Status:	ALL
FLSA Status:	Non-Exempt	Reports To:	Lead Cook/Supervisor at CLHRC/CBE
Grade/Level:	High School Diploma	Amount of Travel Required:	No travel required
Work Schedule:	The usual shift will vary, including alternate weekends and holiday rotation. May be required to work flexible hours and shifts other than the one for which hired.	Positions Supervised:	None

POSITION SUMMARY

Provide consistent, high-quality meals for residents, guests, and staff. Prepares for special events at Cedar Lake Health and Rehabilitation Center, Cedar Bay East, and Friendship House. Meals are prepared per accepted food handling standards and standardized recipes and served attractively with appropriate garnishes.

ESSENTIAL FUNCTIONS

- Provides a warm, welcoming and friendly atmosphere for residents, family and visitors.
- Prepare and serve meals for residents, guests and staff at CLHRC/CBE.
- Prepare and serve special functions at CLHRC/CBE as needed.
- Assists with maintaining inventory. Receive and store food deliveries, per established procedures.
- Properly clean and maintain kitchen equipment. Informs Lead Cook of malfunctions and/or completes work orders for needed repairs.
- Keeps work area clean and sanitized.
- Assist with menu planning.
- Assist with training new staff in the operations of the kitchen as well as proper use of equipment, safety measures, proper food handling and storage and department expectations.
- Attend staff meetings and professional education seminars as scheduled.
- Supervises other dining service staff in the absence of the Lead Cook.
- Provide assistance to other departments as needed.
- Adhere to departmental, building and Cedar Community policies, procedures and philosophies.
- Maintain confidentiality of all resident information and assure resident rights and privacy are protected at all times.
- Assure security of department by locking coolers, freezer, storerooms, juice machine and all doors in the department. Place keys in designated area.
- Use aseptic technique for purpose of infection control; this includes good hand washing techniques and infection control policies.
- Able to stand or walk majority of 8 hour work shift and move and handle heavy trays, carts, etc.
- Able to see, to read recipes, safely use knives and cooking equipment and maneuver equipment in hallways to prevent harm or injury to residents, staff and visitors.
- Able to discern colors of fire panel, warning labels and lights.

- ◆ Able to perform mathematical functions to accurately determine amounts of food to prepare, to eliminate waste in over-production and to accurately follow recipes.
- ◆ Able to articulately train dining service staff and convert the recipes to fit the special diet.
- ◆ Able to make sound decisions related to staffing, menus, recipes, resident-related issues or other issues which may arise during work shift.
- ◆ Other duties as assigned by Lead Cook/Supervisor.

POSITION QUALIFICATIONS

Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Autonomy - Ability to work independently with minimal supervision.
- ◆ Business Acumen - Ability to grasp and understand business concepts and issues.
- ◆ Communication, Oral - Ability to communicate effectively with others using the spoken word.
- ◆ Creative - Ability to think in such a way as to produce a new concept or idea.
- ◆ Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- ◆ Detail Oriented - Ability to pay attention to the minute details of a project or task.
- ◆ Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- ◆ Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- ◆ Judgment - The ability to formulate a sound decision using the available information.
- ◆ Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- ◆ Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- ◆ Responsible - Ability to be held accountable or answerable for one's conduct.
- ◆ Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- ◆ Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

High School Graduate or General Education Degree (GED)

Experience

Previous quantity cooking experience with a minimum of two years experience in healthcare/restaurant and/or short-order cooking.

SKILLS & ABILITIES

Certificates & Licenses

Preferred to have Serve Safe Certificate.

Other Requirements

Must be able to operate a variety of food service equipment including, but not limited to, steam jacketed kettle, steamer, braising pan, convection oven, cook and hold oven, slicer, mixer, grinder, proofing box, grill, broiler, coffee maker, blender, food processor and dishwasher.

PHYSICAL DEMANDS

Physical Abilities

		Lift /Carry	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)		
Crawl	O (Occasionally)		
Squat or Kneel	O (Occasionally)		
Bend	F (Frequently)		

Push / Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	O (Occasionally)
41-100 lbs	O (Occasionally)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Able to hear voice activated fire system and respond to resident's spoken needs and follow emergency)

Sense of Smell

Sense of Taste

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (gloves, apron, hair restrain)

WORK ENVIRONMENT

Works inside a building which is climate controlled at 72 degrees, may vary in the kitchen areas. Some exposure to minor cuts, burns, and bruises. May be subject to hostile and emotionally upset residents, family members or visitors.

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.