

## **POSITION DESCRIPTION**

**POSITION TITLE:** DIETARY COOK

**DEPARTMENT:** DIETARY

**REPORTS TO:** DIETARY MANAGER

### **POSITION PURPOSE:**

Prepares meals according to menu plans that change with the seasons, creating a restaurant-style dining experience, and may assist in serving as needed

### **ESSENTIAL FUNCTIONS OF POSITION:**

- Prepares and serves beverages per recipes.
- Performs food preparation, covering, storage, and labeling tasks as assigned.
- Arranges tray and or table settings with proper tableware, condiments, and tray card.
- Serves meals to residents in accordance with established schedules, dietary procedures and resident rights/quality of life principals.
- Delivers nourishments and supplements to the nurse station for distribution to specific residents.
- Assists in maintaining dry storage areas and handling the unpacking, dating, and rotating of food and non-food supplies as directed.
- Avoids waste of food items and dietary supplies.
- Clears tables and removes dishes, trays, and utensils from the dining room to the dishwashing area.
- Scrapes, empties soiled dishes, disposes of waste, properly loads dish machine, and operates automated dishwashing solution dispensing systems. Records wash and rinse temperatures as requested. Unloads dish machine and sorts clean dishes. Washes and sanitizes cooking equipment and utensils by hand as necessary.
- Maintains sanitation and cleanliness of all kitchen equipment, utensils, counters, and preparation and storage areas as directed and according to established schedules, and facility and departmental policies for routine cleaning.
- Bags and disposes of garbage according to established procedures.
- Delivers soiled tablecloths and dietary linens to laundry.
- Reports and documents resident changes in consumption or behaviors appropriately.
- Actively participates in QAPI (Quality Assurance Process Improvement) program, taking a proactive approach to quality care and services on a continuous basis with engagement of residents, family members and staff.
- Demonstrates high standards of excellence for meeting resident needs. Communicates effectively, establishes rapport and maintains relationships with residents.
- Meets requirement of regular attendance to perform job duties.
- Has fun in creating a positive atmosphere for residents in conjunction with our Core Values.
- Follows instructions and completes daily assignments as assigned and is proactive to change.
- Possesses understanding and compassion for the elderly population.
- Performs other duties as assigned.

### **EDUCATION/REQUIREMENTS:**

A high school diploma or equivalent is required. Specialized training in food service is desirable. May be required to successfully complete an approved sanitation and safety course. Ability to read, speak and

understand English, follow directions and complete tasks. Ability to follow time schedules for meal preparation and serving.

I acknowledge I have received and reviewed this position description:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_