



Lunalilo Home

Job Description

Job Title: **COOK**
Reports to: Director of Dietary & Support Services
Department: Dietary Services
Classification: Hourly Non-exempt, Union
Status: Work ten (10) hour day. Work 40 hours per week as scheduled.
May be required to work holidays and work overtime as necessary.

JOB FUNCTIONS

DUTIES AND RESPONSIBILITIES

1. Prepares all meals, according to plans and in compliance with all established safety and sanitary standards, for residents, clients, employees, visitors and volunteers.
2. Ensures that foods are prepared and served in a palatable and appetizing manner.
3. Assists in directing activities of food service staff to ensure timely, efficient meal service delivered in a safe and sanitary manner.
4. Implements Physician's and/or Registered Dietician's orders for special/therapeutic diets. Must have understanding of all therapeutic diets and residents requirements.
5. Requisition needed food and supplies, estimates required amounts and monitors portion sizes/serving.
6. Practices and promotes food service safety and sanitation. Ensures that all department personnel, equipment, storage and work areas meet established standards and pass regulatory inspections.

ORGANIZATIONAL SPECIFICATIONS

This person works under the supervision of Dietary Assistance and Certified Dietary Manager. Is responsible for carrying out the day's food handling, preparation and serving.

JOB SPECIFICATIONS

Education: High school diploma or equivalent.
Satisfactory completion of State Department of Health Food Safety Certification Course.

Experience: Two year experience as a cook.
One year experience in a healthcare setting.

Qualifications: Good written and oral communication skills.
Must be energetic and enthusiastic with good organizational skills.
Valid driver's license desirable.

Physical demands: Must be able to lift up to 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds. May push up to 150 pounds. Constant standing, walking, reaching, precision handling, feeling and seeing. Must possess sight and color senses for food presentation. Must be able to smell to determine quality, palatability and spoilage.

Mental demands: Duties required attention to details, alertness, problem solving, timeliness, sound judgment, planning, organizational skills and mathematical ability. Should have an eye for food appeal. Ability to follow standardized recipes and converts as necessary to meet production needs. Able to do several functions at the same time. Subject to frequent interruptions.

Communication demands:

Reading, frequent listening, accurately interpreting, and clearly speaking. Legible writings in words and numbers. Frequent giving instruction to kitchen personnel. Communicate with vendors, nursing staff and administration.
Consult regularly with Certified Dietary Manager and Registered Dietitian regarding dietetic services.

Environment: Exposed to various elements as heat, moisture, humidity, fumes, chemicals, water and odors. Subject to cut, burns, slip and falls.

Equipment operation:

Frequent use of institutional ware washing equipment and other related food services and sanitation equipment.

Required Documentation:

- Annual Physical/Infection/Transmittable Disease Clearance, TB Clearance Certificate
- Driver's License & abstract, if applicable

Lunalilo Home is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state, or local protected class.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Print Name