



Blake Management Group *Cook Job Description*

Purpose:

The cook is responsible for participating in the planning, preparation, cooking and plating of meals. Other responsibilities include cleaning, providing training and direction to dietary aids, serving, stocking and reporting inventory needs to the Director of Dietary Services.

Scope & Status: Non-Exempt/Hourly

The Cook reports directly to the Director of Dietary Services

Relationships:

Interacts with:

- a. All department staff which includes cooks, dietary aids, servers and dishwashers
- b. Consultants and/or Vendors
- c. Residents, family members, support groups and referral sources
- d. Federal, County, State and City officials

Qualifications:

To perform this job successfully, an individual must be able to perform and complete each essential duty satisfactorily, have excellent communication and language skills to enable them to perform their duties and interact effectively with residents and community personnel. Employee must meet all specific state and federal regulations for assuming the position of Cook at an assisted living facility. An on-going training program is required. The following training, certifications and diplomas are required for this position: Servsafe Certification; current CPR and First Aid; Standard Precautions Certification; high school diploma or GED. Two years experience as a cook in a restaurant, hospitality establishment and/or a long-term care facility is required. The Cook models the values and core purpose of Blake Management.

Areas of Responsibility:

1. Planning

- a. Assists the Director of Dietary Services in the development of the menus.
- b. Preps and plans meals according to the established menus.
- c. Assists in the preparation and serving of meals related to family gatherings, private dining, marketing events and special activities.
- d. Practices excellent time management skills and completes tasks within company time frames.
- e. Ensures that daily menus are posted and distributed to residents. Plans and preps for meals according to the residents' choice of entrees and/or alternatives.

2. Direction and Organizational

- a. Accepts delegated responsibilities in the absence of the dietary director.
- b. Ensures that meals are safely prepared according to nutritional guidelines.
- c. Ensures that plating of meals is completed in an efficient and organized manner. Presentation of food is professional.
- d. Consistently practices proper sanitization procedures and follows the cleaning schedule. Documents the completion of assigned daily cleaning tasks.
- e. Prepares meals in a cost-efficient manner.
- f. Participates in mandatory staff meetings.

- g. Utilizes effective and safe inventory and storage methods for food, paper products, dishes, serving utensils, cooking equipment and chemicals.
- h. Ensures food is labeled properly in the cooler, freezer and pantry.
- i. Demonstrates cooking skills that promote resident satisfaction.
- j. Ensures that the dining room set-up is consistently ready for designated and scheduled serving times and has a positive impact on marketing.
- k. Coordinates room and tray service (as well as guest meals) and ensures ancillary charges are provided to the office manager within company time frames.
- l. Maintains a kitchen environment that promotes safety and proper hygiene.
- m. Works with the Director of Maintenance to ensure all equipment is cleaned, maintained and serviced properly.
- n. Performs additional tasks and duties as requested by the Director of Dietary Services and/or the Administrator to support the overall goals of the community and company.

3. General

- a. Reports to work on-time and works assigned shifts.
- b. Demonstrates positive communication skills with other staff members and residents.
- c. Reports to work in proper attire/uniform and wears name identification badge.

4. Regulation and Policy Compliance

- a. Ensures that Blake Management policies and procedures are followed.
- b. Maintains Federal, State, County and City regulations.