



Position Description

POSITION TITLE:	Cook	DEPARTMENT:	Dining Services
FLSA:	Non-Exempt	SUPERVISOR:	Executive Chef
SUPERVISES:	N/A	Revised:	October 2021

POSITION SUMMARY

Responsible for food preparation that meets or exceeds hospitality and service standards of this community, carrying out the “Pinnacle Services” program. Prepare all foods to meet quantity and deadline requirements. Able to effectively manage all food production in the absence of the Chef.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Prepare food items using standardized recipes.
- Determine food and supplies needed and coordinate meal production with serving hours.
- Prepare all special dietary need as directed by the resident menus.
- Monitor all food items to see that at least the minimum guidelines for temperature, taste, and quality are upheld at all times.
- Maintain or exceed standards of appearance, cleanliness, hygiene, and health standards.
- Assist with orientation and training of new kitchen associates.
- Practice all safety and loss prevention procedures.
- Attend all in-services as required.
- Responsible for following all local, state, and federal policies regarding food handling.
- Assist with proper documentation of temperature logs, taste panel forms, and cleaning schedules.
- Perform all other reasonable tasks assigned by your supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational Requirements and Experience:

- Minimum of two years experience as cook preparing full line of menu items.
- Able to read, write, and follow written and verbal instructions
- Able to prepare therapeutic/modified diets.

Core Competencies and Characteristics for Success:

- Must be a results-oriented leader and effective communicator with exceptional customer service abilities.
- Must possess strong attention to detail, organizational and follow through skills.
- A desire to personalize service and create memorable experiences daily.
- Ability to take ownership and accountability of concerns and special requests to ensure satisfaction is achieved.
- Professional, polite and respectful attitude to enhance the service experience.
- Uphold the reputation of the community by maintaining a professional image at all times, in all places.
- Foster a positive service environment through constant awareness of others’ needs.
- Embrace and demonstrate behavior consistent with our core values of conducting business daily with integrity, honesty, creativity, humility, excellence and joy.

Knowledge, Skills and Abilities:

- Willingness to work with the elderly in a senior living environment
- Able to prepare therapeutic/modified diets.
- Able to prepare food in a senior housing environment, which meets or exceeds hospitality and service standards.
- Able to work on all Holidays, and for pre-planned special events.

ENVIRONMENTAL ADAPTABILITY

- Works primarily indoors in a climate-controlled setting
- Possible exposure to unpleasant odors
- Possible exposure to chemicals as identified in the MSDS Manual
- Continuous exposure to residents who are ill, confused, irritable and irrational

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following activities are performed on-the-job in this position according to the following time periods:

Task	Percentage of Time			
	0%	≤ 33%	34%-66%	≥ 67%
<u>Physical Activities:</u>				
Stand				X
Walk				X
Sit	X			
Use hands to finger, handle, or feel				X
Reach with hands and arms				X

Climb or balance		x		
Stoop or kneel, crouch, or crawl		x		
Talk or hear				x
Taste or smell				x
<u>Weight to be lifted or force to be exerted:</u>				
Up to 10 pounds				x
Up to 25 pounds				x
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			
<u>Vision Requirements:</u>				
Close vision (clear vision at ≤ 20 inches)				x
Distance vision (clear vision at ≥ 20 feet)				x
Color vision (ability to identify and distinguish colors)				x
Peripheral vision (ability to observe an area that can be seen up and down to the left and right while eyes are fixed on a given point)				x
Depth perception (three-dimensional vision, ability to judge distance and spatial relationships)				x
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)				x