

**JOB TITLE:**

Assistant Cook

**ACCOUNTABILITY:**

Culinary Service Coordinator

**JOB SUMMARY:**

The Assistant Cook will assist in the operation of the kitchen, dining room, dish room, and related storage spaces. This position will also substitute for the Culinary Service Coordinator when that person is not on site and have the overall responsibility for operating the Culinary Service Department in a quality manner as specified in the Policies and Procedures Manual. Hours may vary from 6:00AM – 2:30 PM or 10:00 AM – 6 PM or as scheduled by the Culinary Service Coordinator and every other weekend.

**DUTIES AND RESPONSIBILITIES:**

- Prepare food and assist serving in the dining room.
- Wash dishes.
- Clean kitchen and dining room.
- Follow cleaning schedule.
- Use personal protective equipment, as required.
- Use proper body mechanics for lifting, pushing and pulling.
- Report unsafe conditions to the Culinary Service Coordinator.
- Maintain sanitation in all areas.
- Fill in, as needed or requested.
- Respond to smoke and fire alarm systems.
- Comply with regulations regarding hair covering and hand protection during food preparation.
- Answer telephone promptly and courteously.
- Respond promptly to the Emergency Call System and take appropriate action.
- Read the Communication Log daily.
- Share ideas and comments you feel would benefit the Community.
- Fill in when short staffed.
- Attend all bi-weekly staff in-services or mandatory meetings
- Attend food service meeting
- Be a part of the safety team, and committees as assigned.
- Follow all Policies & Procedures and the Employee Handbook.
- Assist with scheduled activities, as requested.
- Uphold confidentiality of residents and co-workers.
- Complete incident report forms as necessary for residents, self, or co-workers.
- Complete work orders when maintenance needs arise.
- Perform cleaning duties, as assigned.
- Prepare dining room for meals.

In the absence of the Culinary Service Coordinator:

- Maintain freezer inventory and rotation.

- Be responsible for all food production and recipe usage.
- Supervise food requisitions and delivery.
- Monitor use of personal protective equipment by staff in the food service area.
- Maintain food usage file and assistance in cost control, minimizing leftovers.
- Oversee vendors, appliance repair, and maintenance conditions.
- Oversee Culinary Service Aides or Universal Workers while in the food service area.
- Comply with all state regulations as they apply to Assisted Living.

**CONTACTS:**

Manager	Volunteers
Co-workers	Inspectors
Residents	Visitors
Residents' families, guests	Emergency medical personnel
Vendors	

**REQUIRED SKILLS AND ABILITIES:**

- |   |                                   |
|---|-----------------------------------|
| • Good communication skills                           | Organizational skills             |
| • Able to lift between 15 and 20 lbs                  | Able to push a cart               |
| • Prolonged standing                                  | Listening skills                  |
| • Commitment to the elderly                           | Patience and flexibility          |
| • Calm, friendly demeanor                             | Willingness to accept supervision |
| • Basic supervisory and problem solving skills        |                                   |
| • Ability to work independently and as part of a team |                                   |

**REQUIRED EDUCATION AND/OR TRAINING:**

- High school diploma or 1 year's job related experience
- Knowledge of basic food service management

**PREFERRED EXPERIENCE:**

- Experience with the care of the elderly

On this \_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_ (year), I have received, and discussed with my Supervisor, a copy of this Job Description.

I understand this is NOT a contract of employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

All job descriptions are subject to change based on business needs.