

Job Title: Cook

Department: Food Services

Reports to: Dietary Manager

Job Summary - Prepares and serves meals. Assists in cleaning. Supervises in absence of Dietary Manager. Serves food attractively, keeps work area clean.

PART I Job Qualifications

- A. Education: Previous cooking experience of food in quantity. High school diploma desirable, but not mandatory. Must be able to read instructions.
- B. Work Experience: A minimum of one year of quality cooking is desirable.
- C. Equipment Utilization: Able to demonstrate ability to operate all equipment in the dietary department safely. Slicer, oven, steamer, dish machine, food processor, mixer.
- D. Physical Demands: Stands and walks most of the day. Stoops, reaches for, lifts and carries food and equipment. Tastes and smells food to determine quality and palatability.
- E. Special Skills/Licenses: N.J. state approved course in sanitation is desirable.
- F. Training: Required ECCR inservices. Training in quantity cooking desirable.
- G. Communication Skills: Read, write and speak English. Must be able to read and demonstrate understanding of written material. Must be able to write. Must be able to effectively communicate orally with all staff members and residents when indicated.

PART II Exposure to Hazardous Substances: Subject to burns, cuts, falls. Subject to cold and hot temperatures. Some cleaning substances.

RPM (9/95)

Reviewed: 8/00

Revised: 8/04

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PART III Job Duties/Responsibilities

	Essential (Y-Yes,N-No)	Frequency
Responsibility to <u>Residents</u>		
1. Maintain kitchen sanitation according to the state sanitation code.	Y	D
2. Prepare food as planned on the menu. Maintain proper food temperatures and preserve eye appeal of food.	Y	D
3. Follow standardized recipes provided by the Dietary Manager.	Y	D
4. Taste and evaluate all menu items prior to service.	Y	D
5. Prepare and portion food for the lodges and in-house service.	Y	D
6. Make written recommendations for menu changes, based on resident acceptance.	Y	D
7. Cooperate with ECCR and the department staff in any inspection or investigation.	Y	AAT

	Essential (Y-Yes,N-No)	Frequency
Responsibility to <u>Supervisor</u>		
1. Check food supplies as required for preparation or cooking foods. Remove meat from freezer to defrost in adequate time for menu use.	Y	D
2. Clean stoves, steam tables, robot coupe, food processors, slicers, ovens, blenders and any other kitchen equipment used in food preparation.	Y	D
3. Wash dishes or pots and pans as needed.	Y	D
4. Maintain clean, safe environment at all times.	Y	D
5. Sweep and mop floors as needed.	Y	D

RPM (9/95)

Reviewed: 8/00

Revised: 8/04

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Frequency

Essential
(Y-Yes,N-No)

Responsibility to Supervisor

6. Supervise storage of food supplies in the stock room, refrigerator or freezer after receiving deliveries.

Y

D

7. Secure and open stockroom, walk-in refrigerator and back door.

Y

D

8. Supervise kitchen staff in absence of Dietary Manager.

Y

D

9. Report to work on time as scheduled, in proper uniform.

Y

D

PART III Job Duties/Responsibilities

Essential
(Y-Yes,N-No)

Frequency

Responsibility to Staff

1. Provide food as requested for outings or camps or other activities.

Y

Varies

2. Work cooperatively with co-workers and interdepartmentally.

Y

D

3. Provide beverages, soup, salad or snack for staff daily.

Y

D

4. Prepare food for special functions.

Y

Varies

Essential
(Y-Yes,N-No)

Frequency

Responsibility to Subordinates

1. Check food for proper refrigeration, dating, marking and wrapping. Dispose of outdated foods.

Y

D

2. Check completion of duties in absence of supervisor.

Y

D

3. Offer support and instruction

Y

D

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Reviewed: 8/00

Revised: 8/04

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	Essential (Y-Yes, N-No)	Frequency
Responsibility to <u>Self</u>		
1. Maintain clean clothes or uniform.	Y	D
2. Attend additional trainings to increase knowledge in field.	Y	As Needed

RPM (9/95)
Reviewed: 8/00
Revised: 8/04

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