

# BLACKFEET CARE CENTER

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## JOB DESCRIPTION

JOB TITLE: Dietary Cook

DEPARTMENT: Dietary

POSITION TYPE: Full Time – Permanent

SUPERVISOR: Dietary Supervisor

SALARY RANGE: \$34,278.40 - \$44,304.00 - Hourly Rate \$16.48 - \$21.30

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### **JOB PURPOSE**

The purpose of the Cook of the Blackfeet Care Center is to prepare palatable, nutritionally sound meals consistent with departmental policies and procedures and consistent with the state and federal laws and regulations that meet daily nutritional and special dietary needs of each resident. Responsible to ensure foods are prepared and served at the proper temperature and the proper time. Works with Certified Dietary Manager to allocate resources in an efficient and economic manner so that each resident receives food in the amount, type, consistency and frequency to maintain acceptable body weight, nutritional values and quality of life. Will be cross trained as kitchen aide.

### **RESPONSIBILITIES**

- Working knowledge of food handling, preparation and storage techniques that comply with state and federal laws and regulations.
- Apply regulations to work situations of cooks and supervision of staff assistants.
- Appreciation of importance of food preparation in enhancing quality of each resident. Carries out all duties in accord with the facility mission and philosophy.
- Demonstrates knowledge of and respect for the rights, dignity and individuality of each resident in all interactions.
- Maintain confidentiality of resident and facility information. Demonstrate honesty and integrity at all times in the care and use of resident and facility property.
- Knowledge of emergency and disaster procedures of facility. Able to locate nearest exit, to understand and respond to written or oral instruction in an emergency situation.
- Supervises kitchen staff who assist with food preparation, assembling trays, cleaning and storage of supplies and equipment.
- Cooks or prepares palatable, attractive, nutritionally adequate meals in institutional quantities that are served at proper temperatures and at proper times.
- Continuously cleans food service work areas as food preparation and service is done.
- Uses food supplies and equipment in an efficient and economic manner to prevent waste.
- Prepares and maintains supply of food substitutes to accommodate resident choices, cultural, ethnic and religious preferences.
- Handles, stores, and disposes of food supplies and prepared food in accord with department procedures and in compliance with state and federal regulations.

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- Follows facility policies and procedures for infection control at all times to maintain a sanitary food preparation and storage area. Uses personal protective equipment when indicated. Follows facility procedures for resident trays that require special handling.
- Inspects food service work areas for evidence of rodents or pests, safety or fire hazards, housekeeping and maintenance problems. Corrects problems and/or reports problems promptly to Director of Food Service.
- Follow physician orders pertaining to each residents dietary needs.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED
- Food Handlers/ServSafe Certificate (Available upon hire)
- One Year Food Service as a cook (Preferred)
- Must **demonstrate teamwork**, excellent attendance and job performance.

### **SKILLS REQUIRED**

- *Must be reliable and dependable and have excellent working skills*
- *Ability to do work without more than normal supervision*
- *Ability to handle heavy weights and loads*
- *Have or be able to acquire knowledge of standard cleaning techniques.*
- *Dexterity and ability to use equipment safely*
- *Ability to follow oral and written instructions*

### **PHYSICAL DEMANDS**

As a dietary cook you will be working in direct care and must be able to lift approximately 40-60lbs. Twist, turn, stoop, and bend within the health care setting.

Essential functions are carried out in a variety of positions including standing and sitting. To meet resident's needs, virtually all positions require the ability to move freely through the building. Stooping, bending, lifting and carrying as well as other physical demands may be required as described in the Essential Physical Demands of this position.

**MOBILITY:** Must be able to move with efficient speed. Must be able to turn torso from side to side when standing to accomplish a variety of tasks.

**LIFTING:** Must be able to lift properly 40# from floor. Must be able to lift and carry large pots or pans of hot or cold food from one area to another.

**CLIMBING/BALANCING:** Must be able to climb ladder to reach higher selves of storage

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**STOOPING/BENDING:** Must be able to stoop over work area during some food preparation for long.

**PUSHING:** Must be able to push heated cart throughout facility.

**STANDING/SITTING:** Must be able to sit or stand in one place for long periods of time.

**REACHING:** Must be able to reach to serve at meals. Must be able to reach above head to stock or retrieve supplies.

**HEARING:** Must be able to clearly hear verbal communication and understand verbal communication including pages, intercoms, and telephone rings.

**SPEAKING:** Must be able to speak English clearly

**VISION:** Must be able to follow written orders and menus.

**COLOR VISION:** Must be able to recognize and distinguish between color-coded diet cards.

**SMELL:** Must be able to smell something burning or overheated. Must be able to smell something burning or overheating. Must be able to taste and smell food to determine palatability.

### **HEALTH REQUIRMENT**

The incumbent must produce current immunization record that demonstrates a negative PPD test.

### **SPECIAL REQUIREMENTS**

The Blackfeet Care Center is a drug and alcohol free facility and it will not be tolerated and will result in immediate dismissal. The incumbent will be required to submit to a random drug test. A refusal to submit a drug test will result in immediate dismissal.

The incumbent must demonstrate knowledge of resident rights.

Persons found guilty of abusing, neglecting or mistreating individuals in a health care setting are ineligible for employment at this facility.

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### **CONFIDENTIALITY**

Blackfeet Care Center business and resident confidentiality are serious matters and as part of your employment you will be privy to confidential information. Resident confidentiality is of the utmost importance. If you breach resident confidentiality you can be fined, criminally charged, immediately terminated from your position and even sent to prison as well as being sued by the resident or their families.

HIPAA Privacy Rules state codes and Blackfeet Care Center policy apply in regards to resident and business confidentiality.

### **JOB EVALUATION**

The incumbent will be evaluated annually in the specific activities and responsibilities as outlined in this job description.

### **EMPLOYEE AGREEMENT**

It is understood by signing this job description it constitutes a contract between an employer and employee and specifies my obligation to my employer. The employee's job duties and confidentiality obligations as described will be the basis for the employee's annual performance evaluation.

Employee \_\_\_\_\_ Date \_\_\_\_\_