

**SAINTJOHN'S COMMUNITIES  
JOB DESCRIPTION**

**JOB TITLE:** Cook – Lower Level

**REPORTS TO:** Sous Chef

**STANDARD PRECAUTIONS:** Category III

**FLSA CATEGORY:** Non-Exempt-Hourly

**JOB OBJECTIVE:**

Completes production of all meals for all residents, assists with organizational special events according to all State/Federal regulations/codes and Saint John's policies, procedures, and practices. Works together with all members of the community to uphold and further the mission, vision, principles and values of the Saint John's Community.

**KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:**

1. High school degree or GED required. Prefer Associate Degree in Culinary Arts or two years of education from an accredited college or equivalent training. Chef Certification preferred or equivalent experience.
2. Must have 2 years of experience as a restaurant/ healthcare line cook with demonstrated skill in quality meal production and knowledge of quality standards preferred.
3. Must have or obtain within 3 months of hire "Servsafe" certification from the National Restaurant Association.
4. Must demonstrate the ability to comprehend and follow established procedures and a range of verbal/written instructions with a high degree of accuracy, judgment, and decision making to organize and manage workflow.
5. Must read, write and speak English in an understandable manner.
6. Must demonstrate dependability and excellent communication and problem solving skills, be honest, exhibit a warm, cheerful, caring manner and be regularly at work, on time, as scheduled.
7. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements.
8. Must be professional in actions, neat attire appropriate to the position, excellent customer service skills, and desire to work with and serve older adults.
9. Must demonstrate the ability to comprehend and follow established procedures, be able to multi- task, be able to work independently and perform various duties without close supervision.

**ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES:**

1. Performs scheduled hot and cold food production duties efficiently to meet established meal schedules/service and quality control standards. Monitors/samples on a daily basis. Evaluates food served in all cooking venues for wholesomeness, palatability, temperature, portion control, and presentation.
2. Reads/correctly interprets/follows standardized recipes to insure consistent product quality using a wide variety of cooking methods and appropriate service and set-up.
3. Must be able to work independently and efficiently to produce high quality foods along with leading meal service productions.
4. Participates in meetings with departmental staff to review menus, production requirements, resolve concerns.
5. As directed, processes/labels/dates food products upon receipt of food and supply deliveries.
6. Cooks to-order items and/or batch cooks as required by menu; purees/grinds/chops meats and other foods as required for individualized diets.
7. Follows correct food handling procedures according to all policies and procedures. Ensures all staff in the neighborhood understands and follows as well.
8. Suggests strategies on cost containment and ways to decrease waste.
9. Assures that all resident/client rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.

10. Maintains confidentiality of all department and organizational information.
11. Knows and follows existing lines of communication and authority.
12. Works tactfully and cooperatively with residents, clients, families, visitors, and staff throughout the organization.
13. Attends in-services, meetings, seminars as required and changes schedule or works overtime to meet the needs of the organization.

### **Person Centered Care/Professional Integrity and Responsibility**

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e. Fostering relationships between residents, family and staff; Each person is to be known as an individual who can and does make a difference; We nurture the spirit as well as the mind and body; We promote growth and development for all; and, We create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

### **WORK SETTING/ENVIRONMENT:**

Work is performed in well-lighted areas, standing for long periods of time, with continuous exposure to noise, high humidity, wetness, and temperatures up to 85°F. There is continued exposure to burns and bodily injuries during frying/grilling with grease/oil, handling/lifting heavy, hot food pans, processing fruit and vegetables and meats, walking on wet or greasy floors or when operating slicing and food processing equipment. There are frequent exposures to temperatures between 0° to 40°F when preparing/storing/retrieving salads/other cold items from refrigerator/freezer and frequent exposures to electrical and/or mechanical equipment hazards with occasional exposure to hazardous cleaning chemicals. Seldom are there exposures to blood/body fluids.

### **EQUIPMENT USED:**

Commercial and residential ovens, steamer, mixer, blender, food processor, garbage disposal, slicing machine, ranges, broiler, steam table, microwave oven, deep fryer, toaster, sink, knives, ladles, scoops, other utensils, large pots, pans, measuring cups, chafing dishes, menus, printed forms, phone, computer, fax machine, pencils/pens.

### **PHYSICAL/SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:**

**Physical Strength:** Must be able to frequently push/pull/lift/move objects weighing up to 35 pounds, and occasionally push/pull/move food carts weighing over 50 pounds.

**Manual Dexterity:** Must be able to continuously perform moderately difficult manipulations when slicing/chopping/paring food and setting equipment time/temperature controls.

**Coordination:** Must be able to continuously perform tasks requiring hand/eye coordination and steadiness of motion as when using food service tools and equipment, measuring ingredients, portioning food, and pouring liquids.

**Mobility:** Must be able to continuously stand and walk for prolonged periods; reach over the shoulder, twist, bend to the floor and frequently remain in uncomfortable positions for prolonged periods, as when bending over work or stove.

**Speech:** Must be able to frequently speak clearly and make self understood in face-to-face interactions with other staff, residents and family members.

**Emotional Stability:** Must be able to continuously deal effectively with stress created by a noisy kitchen environment, changing menu requirements, mealtime schedules, multiple tasks, resident requests, unhappy customers, or staff.

**Vision:** Must be able to frequently discriminate colors and see objects closely to read food labels, menus, and to ensure presentation is to standard.

**Hearing:** Must be able to continuously hear normal sounds and voice patterns within a moderately noisy kitchen environment.

**Smell:** Must be able to continuously assess food wholesomeness and distinguish differing food aromas, spoiled foods.

**Taste:** Must be able to continuously distinguish separate flavorings, seasonings, etc.

**Concentration:** Must be able to continuously concentrate on moderate detail with frequent interruption when reading recipes/menus/production records.

**Attention Span:** Must be able to continuously attend to task and function for more than 60 minutes at a time.

**Conceptualization:** Must be able to frequently understand and relate to specific ideas and generally several at a time. Must frequently understand and use concepts behind specific ideas, as cooking characteristics of meats/other foods, recipe standardization, modified diet rationale, use of residential and commercial equipment.

**Memory:** Must be able to continuously remember verbal and written tasks/assignments for a full shift.

**EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:** Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
  2. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
  3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: 05/2020