



## JOB DESCRIPTION

<b>Job Title:</b>	Cook	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Dining Services Director	<b>Revision Date:</b>	1/31/2019
<b>OSHA Classification:</b>	II: Potential for exposure to blood borne pathogen	<b>Physical Requirements:</b>	Medium Work – Ability to exert 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
<b>Employee Name:</b>			
<b>Date of Hire:</b>			
<b>Job Description</b>			
<p><b>POSITION OVERVIEW</b></p> <p>Guided by goodness, loyalty, faith, and fun; the Cook is responsible for food ordering and accountability, preparation, food delivery and cleanliness in accordance with appropriate health department regulations. This position assists in maintaining a positive physical and social environment for the residents.</p> <p><b>ESSENTIAL JOB FUNCTIONS</b></p> <p><i>Customer Service</i></p> <ul style="list-style-type: none"> <li>Provide excellent customer service to internal and external customers</li> <li>Perform job duties for residents and with team members in a courteous and professional manner</li> <li>Take initiative to ensure resident safety and satisfaction is a priority</li> <li>Meet and greet visitors in a friendly, helpful manner (visitors include anyone who visits the community; specifically, current residents' families and friends, prospective residents and their families, referral sources, vendors and regulators)</li> <li>Communicate professionally and cooperate with supervisor and all community personnel</li> <li>Reinforce a customer experience of the highest quality</li> <li>Model the Compass Senior Living Leadership Values</li> </ul> <p><i>Administrative functions</i></p> <ul style="list-style-type: none"> <li>Help Dining Services Director schedule staff, assist in orienting new staff</li> <li>Ensure equipment is maintained and work areas are clean, safe and orderly</li> <li>Strictly adhere to procedures regarding infection control, food-borne illness prevention, harmful chemical handling, fire, safety and sanitation, promptly addressing any transgression</li> </ul> <p><i>Food preparation functions</i></p> <ul style="list-style-type: none"> <li>Ensure food is prepared in a nutritional, appetizing fashion, and presented in an attractive manner</li> <li>See that appropriate snacks are available to residents with special dietary needs</li> </ul>			



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- Ensure all utensils, dishes, equipment, and work areas are cleaned properly and in a timely manner
- Store food properly

### *Resident Rights*

- Ensure compliance and understanding of all regulations regarding residents' rights

### *Training*

- Attend all required in-service training

### *Other*

- Follow and communicate company policy and procedures

## QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be formally trained in the culinary arts, or have equivalent experience in the culinary arts
- Must be capable of maintaining regular, reliable attendance
- Obtain Food Handlers Permit (as required by state regulations)
- Must be able to communicate effectively with residents, families, staff, vendors and the general public
- Must meet all health requirements, including TB
- Must be able to perform duties and responsibilities (Essential Job Functions) with or without reasonable accommodation
- Must pass criminal background check
- Must have compassion for and desire to work with the elderly

## OTHER SKILLS AND REQUIREMENTS

- This position is hourly
- Some weekend or after hours work

## ADDITIONAL NOTES

This job description is not intended to be all inclusive. Employee may perform other related or similar tasks to meet the ongoing needs of the community. All duties and responsibilities listed are considered to be essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. This job description does not constitute an employment agreement between the employer and the employee. It is subject to change by the employer as the needs of the business and requirement of the job change.

**I have read and understand the above job description. By signing below I certify that I meet the minimum requirements and physical demands of the job.**

Signature:

Date:

***This community does not unlawfully discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services and activities, or in employment.***