

# Bethesda Home

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## **COOK** **(Cook 1, Cook 2, Evening Cook)**

### **PURPOSE OF YOUR JOB**

The primary purpose of your job position is to prepare food in accordance with current applicable federal, state and local standards, guidelines and regulations, with our established policies and procedures, and as may be directed by the Dietitian and/or Dietary Manager, to assure that quality food service is provided at all times.

### **DELEGATION OF AUTHORITY**

As Cook 1, Cook 2, or Evening Cook, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties. Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

#### **I. ADMINISTRATIVE FUNCTIONS**

- A. Review menus prior to preparation of food.
- B. Interpret department policies and procedures to personnel, residents, visitors, family members, etc. as necessary.
- C. Perform administrative requirements such as completing necessary forms, reports, etc.
- D. Coordinate dietary service with the other departments as necessary.
- E. Ensure that all dietary procedures are followed in accordance with established policies.
- F. Assist in developing methods for determining quality and quantity of food served.
- G. Assist in standardizing the methods in which work will be accomplished.
- H. Assume the authority, responsibility and accountability of Cook I or P.M. Cook.
- I. Ensure that menus are maintained and filed in accordance with established policies and procedures.
- J. Process diet changes and new diets as received from the Nursing Department.
- K. Others as deemed necessary and appropriate, or as may be directed.
- L. In the absence of Dietary Manager and Assistant Dietary Manager, Cook 1 and Evening Cook act as shift manager for staffing problems or decisions that need to be made.
- M. All other duties as assigned.

#### **II. COMMITTEE FUNCTIONS**

- A. Implement recommendations from the Infection Control and Quality Assurance Committees as directed/necessary.
- B. Attend department and staff meetings as directed or called.

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### **III. PERSONNEL FUNCTIONS**

- A. Develop and maintain a good working rapport with inter-department personnel, as well as with other departments within the facility, to assure that food service can be properly maintained to meet the needs of the residents.
- B. Ensure that department personnel, residents, visitors, etc., follow established dietary policies and procedures at all times.
- C. Create and maintain an atmosphere of warmth, personal interest, and positive emphasis as well as a calm environment throughout the department.
- D. Assist in establishing food service production lines etc., to assure that meals are prepared on time.
- E. Report absenteeism and tardiness to the Dietary Manager.
- F. Report complaints and grievances to the Dietary Manager.
- G. Report all occupational exposures to blood, body fluids, infectious materials and hazardous chemicals to the Dietary Manager.

### **IV. STAFF DEVELOPMENT**

- A. Participate in programs designed for on-the-job training for newly assigned department personnel.
- B. Participate in and assist in departmental studies and projects as assigned or that may become necessary.
- C. Attend and participate in workshops, seminars, etc., as directed.
- D. Attend and participate in annual Safety and Accident Prevention; Infection Control in-service training programs.

### **IV. DIETARY SERVICE**

- A. Prepare meals in accordance with planned menus.
- B. Prepare and serve meals that are palatable and appetizing in appearance.
- C. Serve food in accordance with established portion control procedures.
- D. Prepare food for therapeutic diets in accordance with planned menus.
- E. Inspect special diet trays to assure that the correct diet is being served.
- F. Be sure that appropriate adaptive equipment is provided with the resident's meal tray.
- G. Prepare and serve substitute foods to residents who refuse foods served.

### **IV. SAFETY AND SANITATION**

- A. Prepare food in accordance with sanitary regulations, as well as with our established policies and procedures.
- B. Assist in maintaining the Dietary Department in a safe and sanitary manner.
- C. Ensure that safety regulations and precautions are followed at all times by personnel.
- D. Perform daily or scheduled cleaning duties in accordance with established policies and procedures.
- E. Ensure that the department is maintained in a clean and safe manner by assuring that necessary equipment and supplies are maintained.

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### **IV. SAFETY AND SANITATION, continued**

- F. Report all accidents/incidents as established by department policies. Fill out reports as directed.
- G. Report all hazardous conditions or equipment to the Dietary Manager.
- H. Ensure that refuse is disposed of daily and in accordance with our established sanitation procedures.
- I. Wear protective clothing/devices when performing tasks that involve the handling of infectious waste and/or blood/body fluids.
- J. Other(s) that may become necessary/appropriate to assure that our facility is maintained in a clean, safe and comfortable manner.
- K. Follow established dress code.

### **VI. EQUIPMENT AND SUPPLY FUNCTIONS**

- A. Ensure that food and supplies for the next meal are readily available.
- B. Recommend to the Dietary Manager the equipment and supply needs of the department.
- C. Ensure that containers of hazardous chemicals used in the dietary department are properly labeled and stored.

### **VII. MISCELLANEOUS**

- A. Make only authorized food substitutions.
- B. Perform other tasks as assigned.

### **RESIDENT RIGHTS**

All staff are expected to maintain the confidentiality of all resident information. Remember to always knock before entering a resident's room. Staff are responsible to honor the resident's personal and property rights. Report all complaints to the Dietary Manager.

### **WORKING CONDITIONS**

- \* Works in well-lighted /ventilated areas. Atmosphere is warm for cooking.
- \* Moves intermittently during working hours.
- \* Is subject to frequent interruptions.
- \* Is involved with residents, personnel, visitors, under all conditions and circumstances.
- \* Is subject to hostile and emotionally upset residents, family members, etc.
- \* Communicates with the nursing staff, and other department supervisors.
- \* Works beyond normal daily hours, on weekends, and in other positions, temporarily, when necessary.
- \* Is subject to call-back during emergency conditions (e.g. severe weather, evacuation, post-disaster, etc.)

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### **WORKING CONDITIONS, continued**

- \* Attends and participates in continuing education programs.
- \* Is subject to injury from falls, burns from equipment, odors, etc., throughout work day, as well as reactions from dust, disinfectants, and other air contaminants.
- \* Is subject to sudden temperature changes when entering freezer.
- \* May be exposed to heat/cold temperatures in kitchen/storage area.
- \* Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB, AIDS, and Hepatitis B viruses.**
- \* May be subject to the handling of and exposure to hazardous chemicals.

### **EDUCATION**

Must possess, as a minimum, a high school diploma or its equivalent.

### **EXPERIENCE**

One (1) year dietary experience in a hospital, nursing care facility or other related medical facility preferred but not required.

### **SPECIFIC REQUIREMENTS**

- \* Must be able to cook a variety of foods in large quantities.
- \* Must be able to read, write, speak and understand the English language.
- \* Must possess the ability to make independent decisions when circumstances warrant such action.
- \* Must possess the ability to deal tactfully with personnel, residents, family members, visitors, and the general public.
- \* Must be knowledgeable of dietary practices and procedures.
- \* Cook 1 and Evening Cook must possess leadership ability and willingness to work harmoniously with and supervise other personnel, when necessary.
- \* Must maintain the care and use of supplies, equipment, etc., and the appearance of dietary service areas.
- \* Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level they are currently functioning.
- \* Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing dietary practices.
- \* Must not pose a direct threat to the health or safety of other individuals in the workplace.
- \* Other duties as assigned.

Mennonite Bethesda Society, Inc. recommends COVID-19 and Influenza vaccinations for all employees. Exemption accommodation requests may be sought. Mennonite Bethesda Society, Inc. is not required to approve exemption accommodations if doing so would pose a direct threat to self or others in the workplace or would create an undue hardship for Mennonite Bethesda Society, Inc.

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## **PHYSICAL AND SENSORY REQUIREMENTS**

(With or without the aid of mechanical devices)

- \* Must be able to move intermittently throughout the work day
- \* Must be able to speak and write the English language in an understandable manner.
- \* Must be able to cope with the mental and emotional stress of the position.
- \* Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- \* Must function independently, have flexibility, personal integrity, and the ability to work effectively with the residents and personnel.
- \* Must meet the general health requirements set forth by the policies of this facility.
- \* Must be able to relate to and work with the ill, disabled, elderly, emotionally upset and, at times, hostile people within the facility.
- \* Must be able to push, pull, move and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 10 feet.
- \* Must be able to taste and smell food to determine quality and palatability.
- \* May be necessary to assist in the evacuation of residents during emergency situations.

## **ACKNOWLEDGMENT**

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Cook 1, Cook 2 or Evening Cook and agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposure. I further understand that I may also be exposed to the Hepatitis B Virus and that the facility will make available to me, free of charge, the hepatitis B vaccination.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and that such termination can be made with or without notice.

\_\_\_\_\_  
Signature – Cook (1, 2 or Evening)

\_\_\_\_\_  
Date

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Signature - Dietary Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

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Revised 2022; 2024; 2026