

DEPARTMENT: Dietary

SUPERVISOR: Food Service Supervisor

POSITION: Day Cook

Job Summary:

- Responsible for preparing Breakfast and Noon Meal. Baking and Preparing Required foods as order by Physician. Preparing Meal for the Meals on Wheels Program. Cleanliness of area.

Qualifications:

- High School Diploma.

Duties:

- Preparing Foods for Residents and Patients Breakfast, Lunch and Meals on Wheels.
- Prepares special Diet Foods, found on shelf in Dietary.
- Checking menus for next day to be prepared.
- Serves Breakfast and Lunch.
- Makes sure Employees have specials for lunch meal.
- Clean area used. Wash pots pans. Cleans Steam tables and Stoves.
- Is responsible for keeping walk in freezer in neat and clean order, and
- all products used must be dated and identified when opened.
- Must check food temperatures for leftovers and chart.
- Helps with the putting away the wholesale items that are delivered.
- Does special tasks that are posted and charts.
- Performs other duties as assigned by Supervisor or Administrator of facility.
- Must be able to lift up to 50 pounds.

PHYSICAL DEMANDS:

- Requires standing for long periods of time.
- Requires working in a warm environment.
- Exposure to steam and heat producing equipment.
- Requires daily lifting of approximately 15 pounds, with occasional lifting up to 50 pounds.

By signing below I acknowledge that I have received, read and understand the job description
For my intended position and fully understand the contents therein.

While functioning in my intended position I shall perform these duties to the best of my ability.

Signature

Date

DBW/LMK : May 1995

REVISED : March 17, 2010 Constance Linberg, Dietary Manager