



Muscalero  
Care Center

## JOB DESCRIPTION Dietary Cook

**POSITION:** Cook

**DEPARTMENT:** Dietary Services

**IMMEDIATE SUPERVISOR:** Dietary Manager

### POSITION SUMMARY:

The Cook prepares palatable, nutritionally sound meals consistent with departmental policies and procedures and consistent with state and federal laws and regulations that meet daily nutritional and special dietary needs of each resident. Responsible to ensure that 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. The cook is also the point of contact for state inspections in the absence of the Dietary Manager.

### MINIMUM QUALIFICATION STANDARDS:

Education: High school diploma or equivalent preferred. Sufficient education to demonstrate functional literacy.

**Certificate Licenses:** None.

**Work Experience:** One-year institutional food services as a cook. Freedom from illegal use of drugs, and freedom from use and effects of use of drugs and alcohol in the workplace. Persons who have been found guilty by a court of law of abusing, neglecting, or mistreating individuals in a health care related setting are ineligible for employment in this position.

### PERFORMANCE REQUIREMENTS:

Working knowledge of food handling, preparation and storage techniques that comply with state and federal laws and regulations.

Ability to apply regulations to work situations of cooks and supervision of staff assistants.

Appreciation of importance of food preparation in enhancing quality of life for residents.

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.

Appreciates the importance of maintaining confidentiality of resident and facility information.

Demonstrates honesty and integrity at all times in the care and use of resident and facility property.

Able to understand and to follow written and verbal directions including menus, substitution lists and labels.

Able effectively to communicate with staff members and residents through verbal and/or written means. Knowledge of emergency and disaster procedures of facility.

Able to locate nearest exit, to understand and respond to written or oral instruction in case of emergency. Sufficient mobility and strength to move freely through the building, to assure resident safety at all times and to assist, transfer or otherwise move residents of facility out of danger in case of emergency.

Demonstrates respect for co-workers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code.

Able to arrive and to begin work on time and to report for duty as scheduled on all shifts, weekends and holidays.

Working knowledge and ability to comply with facility policies and procedures for workplace safety including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment and handling of hazardous materials.

Demonstrates ability to prioritize tasks/responsibilities and complete duties/projects within allotted time.

Able to respond to change productively and to handle additional tasks/projects as assigned.

Able to carry out the essential functions of this job (with or without reasonable accommodation) without posing specific, current risk of substantial harm and safety of self and others.

### **ESSENTIAL JOB FUNCTIONS:**

**NOTE:** The essential functions of this job may be revised or updated as facility needs dictated.

Follows recipes and prepares foods that correspond to menus prepared by Dietitian. Cooks or prepares palatable, attractive, nutritionally adequate meals in institutional quantities that are served at proper temperatures and at proper times.

Supervises kitchen staff who assist with food preparation, assembling trays, cleaning and storage of supplies and equipment.

Continuously cleans food service work areas as food preparation as service is done. To include all pots and pans are cleaned and organized.

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.

Uses food preparation equipment according to manufacturer's instructions. Follows proper cleaning techniques and preventative maintenance schedules.

Handles, stores, and disposes of food supplies and prepared food in accord with department procedures and in compliance with state and federal regulations.

Follows facility policies and procedures for infection control at all times to maintain a sanitary food preparation and storage area.

Insures that kitchen floors are swept and mopped at shifts end.

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.

Communicates with Director of Food Service throughout shift as needed to best meet needs of residents.

Assists Department Head with preparation for state inspections.

Attends survey training.

Interacts with state surveyors as instructed by supervisor.

Attends in-service education as assigned. Applies information to job tasks.

Reports all injuries to self or others to supervisor immediately.

### **PHYSICAL, PSYCHOLOGICAL AND ERGONOMIC REQUIREMENTS:**

Successful performance of essential functions can best be achieved through consistent application of current knowledge, use of good judgment, teamwork, common sense, ability to establish and carry out priorities, effective use of interpersonal skills and ongoing communication with residents, staff, families, interdisciplinary team members, and government officials, including state surveyors and ombudsman.

This job cannot be performed without exposure to the stresses associated with the intimate, 24 hour residential care environment that delivers care and services primarily to disabled and cognitively impaired residents. Examples of these stresses include, but are not limited to: shift rotation, weekend and holiday duty, unusual or impaired behavior by residents, family reactions to having a loved one in the nursing home, death and dying, oversight of state surveyors, ombudsman and federal officials, presence of consultants and attorneys, and variable involvement of medical staff.

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 demand may be required as described in the Essential Physical Demands of this position.



## JOB DESCRIPTION Dietary Aide

### Overview:

The Dietary Aide performs designated work and cleaning routines for the Dietary Department and is accountable to the Dietary Manager. *In the absence of Dietary Manager, Dietary Aide is accountable to the Cook.*

### Qualifications:

The Dietary Aid will be a high school graduate and previous institutional dietary service experience is preferred. Ability to read, understand and follow recipe directions, diet orders, tray cards, and work assignments. This position will show a willingness to perform routine, repetitive tasks with frequent interruptions. Numerical ability is necessary for recipe preparation and proper measuring of cleaning agents and chemicals, as well as good motor coordination and manual dexterity are required for various work routines such as preparing food items, serving trays, handling soiled dishes, operating dietary equipment and cleaning work area. The Dietary Aide will be able and willing to work flexible hours, such as during an emergency situation and must be patient and tolerant toward staff, residents, and family members.

### Physical Requirements:

The Dietary Aide stands and walks intermittently throughout the working day, as well as reaches, stoops, bends, lifts, carries, and manipulates various food products, dietary supplies and equipment. The Dietary Aide must have an ability to work with chemicals and cleaning agents. Must be able to lift and/or carry 50 to 75 pounds and withstand exposure to temperature and humidity changes as in entering refrigerated storage areas, working at ovens, ranges, dish-washing machines, and at steam tables. This employee must be free from infections or diseases.

### Duties:

- Perform defined work routines, using various dietary utensils, supplies and equipment as assigned by the Dietary Manager.
- Provide assistance to the cook in the preparation and service of meals.
- Meet scheduled meal and snack times.
- Follow Federal and State long term care regulations and Dietary Department policies and procedures.
- Follow cleaning schedules and perform cleaning duties as scheduled.
- Assist in arranging tray cards, loading food carts, and serving meals.
- Setting up the dining room and serving residents.
- Wash and store dishes.
- Follow established reporting procedures for the following:
  - Supply or equipment needs.
  - Any damaged or loose fixtures, flooring, or tiling requiring replacement or repair.
  - Any unsafe or malfunctioning equipment.
  - Any conditions conducive to breeding insects, rodents or other vermin.
- Assist in receiving and storing food and supplies.
- Attend in-service educational programs.
- Follow defined safety codes while performing all duties.
- Follow defined Infection Control procedures.
- Understand facility's fire and disaster plans; follow established procedures during drills and actual emergencies.
- Be knowledgeable of Federal, State, and Facility's rules, regulations, policies and procedures.
- Perform other department duties or special assignments as directed by the Dietary Manager

Employee signature

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