

Blackfeet Care Center

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POSITION: Dietary Cook **Salary:** Per Tribal Wage Scale

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. Will be cross trained as kitchen aide.

MINIMUM QUALIFICATION STANDARDS:

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

Certificate/Licenses: Food Handlers/ ServSafe Certificate. On job certification available.

Work Experience: One-year institutional food services as a cook preferred, but not necessary.

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.

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. 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 and all other mandatory meetings as required. Applies information to job tasks.

Reports all injuries to self or others to supervisor immediately.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

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.

DRY/DUST: N/A

FUMES/ODORS/CHEMICAL EXPOSURE: Daily exposure to detergents and sanitizers.
Potential for harm if safety precautions are not followed.

OTHER ENVIRONMENTAL HAZARDS: The Occupational Safety and Health Administration (OSHA) has determined that certain employees in nursing homes are at significant risk of exposure to blood borne pathogens such as Hepatitis B and Human Immunodeficiency Virus (HIV).

Employee Signature

Date