

<b>Job Description</b>			
<b>Job Title:</b>	Dining Services Cook/Cook Assist	<b>Building:</b>	BWHCC & BWA
<b>Reports to:</b>	Dining Services Director	<b>Supervises:</b>	Dining Services Staff in the event there is no Director or Assistant Director present
<b>Level:</b>	1	<b>Classification:</b>	Non-exempt
<b>Status:</b>	Full-time/Part-time	<b>Date Revised:</b>	June 2005

**Job Summary:**

Assist in the preparation, distribution of meals per facility & department policy.

**Qualifications:**

Knowledge of or ability to learn position procedures, techniques and equipment  
 Knowledge of nursing home setting is advantageous.

**Essential Job Functions:**

1. Handles and prepares food which is palatable and appetizing in appearance.
2. Follows oral and written directions, menus and recipes.
3. Understands and is able to prepare therapeutic diets.
4. Responsible for avoiding waste, meet meal schedules and care of food service equipment.
5. Work cooperatively with food service staff and other departments.
6. Cleans work area and equipment.
7. Scrapes soiled dishes & washes them in an appropriate manner.
8. Stores, retrieves and transports food and supplies.
9. Attends in-service training programs to maintain position competency.
10. Maintains acceptable attendance levels. Comes to work as scheduled and consistently demonstrate dependability and punctuality.
11. Performs in: an inside environment, normal temperatures, adequate lighting, possible exposure to infectious diseases, blood borne pathogens and unpleasant sights and smells.
12. Hears, speaks, feels and communicates to perform essential job functions.
13. Positions, transfers, assists & lifts to perform essential job functions.
14. Adapts to emergency situations.
15. Uses good communication to interact with residents, staff and departments to promote resident well-being and motivate others.
16. Maintains a safe and sanitary environment.
17. Abides by the facility's policies, procedures and practices.
18. Maintains acceptable attendance levels.
19. Performs job in safe manner according to established safety procedures and encourages and supports others in the safe performance of job duties.
20. Participates in and supports Quality efforts throughout the facility.
21. Performs other duties as directed.