

# Wildwood Assisted living.

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## PHILOSOPHY

- We believe in caring for our residents in a respectful manner by encouraging choices and providing for their individual independence while ensuring their dignity
- We believe in the campus concept of care. Whenever possible, we try to co-locate the nursing home and assisted living facility, providing a continuum of care.
- We believe in treating our employees fairly and honestly. We support their education endeavors and career advancements and encourage their self-sufficiency and independence.
- We believe communication is vital at every level in a health care organization, from the resident, families, caregiver on the floor to the administrator. We promote a culture which fosters accountability, mutual respect, pride and ownership in one's tasks and accomplishments.

## Job Position: Cook

**DIRECT SUPERVISOR:** Director

**Job Summary:** To plan, coordinate and complete the preparation, cooking and serving of the meals/snacks to ensure the nutritional needs of the residents are met.

## Job Qualifications:

- Ability to read and follow recipes, labels and policies and procedures.
- Ability to write
- Ability to make simple calculations and follow oral and written directions.
- Serve Safe certified (Or agreement to attend the training at the soonest available time)
- Ability to lead and willingness to cooperate with management, staff and residents/families
- Ability to direct or supervise fellow employees
- Prior commercial cooking experience is preferred

**Hours of Work:** Full-Time, Hourly position. Works weekends and holidays as scheduled.

## DUTIES:

### PUBLIC RELATIONS:

- Participate in Outside events to promote Advertising/Marketing (i.e. Chili Cook off, Fundraisers, Culinary Competitions)
- Coordinate activities that will invite the community to visit (i.e. Holiday Dinners, Community Coffee, Senior Dining)
- Ensures snacks, coffee or appetizers are available for guest/visitors as directed by the Dietary Manager and/or Administrator.
- Demonstrates an interest in the quality of meals being offered and served to residents and guests.

### RESIDENTS:

- Assure that the nutritionally related needs of the resident are met/maintained on an individual basis (i.e. menus are being followed, diets are being served accordingly)
- Involve the resident/family in planning culinary service programs when possible
- Participate in Resident Council meetings as warranted
- Make supportive visits to residents to determine and monitor their likes and dislikes on an on-going basis. Visits the dining room during meal times.
- Involve the residents/families when creating menus and special meals

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### OPERATIONS

- Assist the Lead Cook in the planning, developing, organizing, implementing, and evaluation of the culinary service programs of this facility
- Assist in the administering of department policies and procedures and directing fellow employees to follow and respect department and organization wide policy and procedures.
- Is responsible for the monitoring of food temperature at cooking, in the steam table, and cooling down of leftovers.
- Interview resident/families as necessary in a private setting
- Completing necessary forms, reports, etc., and submitting such to the Dietary Manager as required (i.e. audits, recorded temps, checking in of groceries)
- Serve on, participate in, and attend various committees of the facility as required, and as appointed by the Dietary Manager and/or Administrator
- Work with fellow departments and implement recommended changes as required.
- Attend and participate in the annual OSHA and CDC in-service training programs for hazard communication, TB management, and blood borne pathogens standard.
- Assist in collecting data for QA indicators
- Implement recommendations from the Quality Assurance Committee as they relate to the Quality Assurance program
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility
- Prepares, cooks, bakes and serves food following appropriate guidelines, menus, recipes and recommendations of the Dietary Manager.
- Wears name tag at all times
- Observe meals and interview residents to survey the meal process, food presentation, and dining setting, Visits residents in dining room to promote better food service daily.
- Completes and monitors the food production and sanitation of the culinary department.
- Reports any problems with equipment, food, recipes, and chemicals used for cleaning to the Dietary Manger.
- Inventories incoming food supplies

### BUDGET

- Communicate with the Dietary Manager to allow for pre-planning of ordering of food and supplies
- Implements any necessary changes as directed by the dietary manager
- Monitor waste and make any departmental recommendations for changes as necessary to reduce waste; have plan for left over's
- Offers input for capital equipment budget

### BUILDING

- Request repairs for equipment as necessary.
- Reports safety and environment hazards.
- Responds appropriately to fire drills, codes, etc
- Maintains a clean and orderly environment

### EMPLOYEES

- Maintain open communication with all departments to promote the best quality of care for residents/family.
- Report to work on time, properly groomed according to departmental/facility dress code

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- Follow established ergonomics policies and procedures governing lifting techniques, repetitive tasks, and the use of safety equipment and supplies to prevent work-related injuries and illnesses.
- Maintains open communication with fellow employees demonstrating respect, courtesy, and a warm environment.

This job description is not intended to be all inclusive. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is not intended to be a written or implied contract of employment.

I have read and understand this job description and I agree to the conditions outlined in it. I understand that I will be evaluated, at least in part, by the standards outlined.

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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DATE

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DATE

