

ATRIUM CENTERS, LLC

JOB DESCRIPTION

Position Title: Cook
Department: Dietary
Reports To: Dietary Supervisor
HIPAA Security Code: 9
Date of Hire: _____

GENERAL FUNCTION

To prepare food in accordance with prescribed resident diet specifications, facility procedures and dietary and sanitary regulations under the direction of the Dietary Supervisor.

QUALIFICATIONS

- Must have the ability to read and write in English, and follow oral and written directions.
- Must have the ability to quantify recipes at a level necessary to accomplish the job.
- Preference for experience in institutional food service.
- Ability to relate positively and favorably to residents and their families and to work cooperatively with other employees.
- Must be able to maintain regular attendance.
- Must meet all federal, state and local health regulations and pass a post-employment-offer physical exam. This requirement includes drug screening, criminal background investigation and reference inquiries.
- Must be able to perform the essential functions of this job, with or without accommodation.

PHYSICAL AND SENSORY REQUIREMENTS (WITH OR WITHOUT THE AID OF MECHANICAL DEVICES)

Walking, reaching, and bending. Grasping, pushing, pulling, and lifting a minimum of 50 pounds. Fine hand-motor coordination. Ability to read and interpret menus. Ability to use measurements to quantify recipes. Ability to distinguish smells, tastes, and temperatures. Ability to identify potentially hazardous conditions by sight. Ability to read and write in English. Ability to communicate with residents, families, personnel and other support agencies. Ability to remain calm under stress. Ability to think clearly and make decisions. Ability to manage multiple priorities simultaneously. Ability to understand and apply training and in-service education. Ability to understand and instruct personnel in areas of training and education. Ability to maintain the confidentiality of sensitive information.

ESSENTIAL FUNCTIONS

A. Supervisory Functions

Duties:

- ◆ Supervise Dietary Assistants in the absence of the Dietary Supervisor.
- ◆ Assist Dietary Assistants.
- ◆ Accountable for the quality and accuracy of meal preparation and delivery through training and supervision of the Dietary Assistants.
- ◆ Assign the Dietary Assistants specific duties for the various aspects of food service.
- ◆ Assign breaks and meal periods for Dietary Assistants.
- ◆ Ensure proper staffing by calling in replacement employees for Dietary Assistants who will not be reporting for work.
- ◆ Reassign duties to the Dietary Assistants as necessary.
- ◆ Assist in the orientation of new dietary department employees.
- ◆ Manage the department in the absence of the Dietary Manager.

B. Food Preparation Functions

Duties:

- ◆ Receive report on meals to be served for normal and special diets.
- ◆ Determine amounts and type of food and supplies required for the daily menus.
- ◆ Ensure that supplies are obtained from storage areas in adequate time for meal production.
- ◆ Assist in checking special-diet trays to ensure the foods and portions are accurate.
- ◆ Make walking rounds after a meal to ensure resident satisfaction with the meal.
- ◆ Suggest alternative menu items to the Dietary Supervisor for meals that have a low consumption percentage.
- ◆ Prepare and/or direct the preparation of all food served following the standardized recipes and special diet orders.
- ◆ Plan food production in accordance with planned menus to coordinate with meal serving hours so that the nutrition, quality, temperature, and appearance of the food has been preserved.
- ◆ Carve and apportion food for serving and assist in serving duties.
- ◆ Direct and assist in cleaning and sanitizing work areas, equipment and floors, dishes, and utensils.
- ◆ Check all trays for menu and diet preferences and accuracy.
- ◆ Ensure proper storage of foods and supplies.
- ◆ Adhere to universal precautions and sanitary, safety and infection control policies and procedures.

C. Residents' Rights Functions

Duties:

- ◆ Understand and comply with the Residents' Bill of Rights.
- ◆ Promote positive relationships with residents, visitors, and regulators, to include presenting a professional appearance and attitude.
- ◆ Maintain resident confidentiality and privacy.
- ◆ Treat residents with kindness, dignity, and respect.
- ◆ Promptly act to resolve resident and/or family complaints and grievances related to food service or quality.
- ◆ Report immediately all violations of Resident's Rights.
- ◆ Report all resident complaints, accidents, and incidents to the Dietary Supervisor.

D. Marketing Functions

Duties:

- ◆ Welcome new clients and their families, new employees, and guests.
- ◆ Promote the services offered by the facility to clients, clients' families, staff, and members of the community.

E. HIPAA Compliance Functions

Duties:

- ◆ Maintain the confidentiality and security of all PHI, (Personal Healthcare Information) as defined by HIPAA, (Health Insurance Portability and Accountability Act), unless the resident or employee consents and authorizes the use or disclosure of PHI or that which is permitted by the HIPAA Privacy Standard. This includes healthcare information, oral or written, which is individual identifiable information relating to a resident's or employee's health and healthcare needs or payment for healthcare.
- ◆ Follow Atrium Centers, LLC's policies and procedures designed to comply with these standards.

OTHER FUNCTIONS

A. Continuous Quality Improvement Functions

Duties:

- ◆ Participate in the Quality Improvement and Corporate Compliance Programs, as assigned.
- ◆ Identify practices that could be improved to enhance service delivery.
- ◆ Understand and follow the Corporate Standards of Conduct policies.
- ◆ Assist in ensuring that quality improvement measures are continually maintained.
- ◆ Maintain an open rapport with all staff and all departments to ensure that a team effort is achieved in providing superior services in the facility.

B. Safety and Sanitation Functions

Duties:

- ◆ Ensure that personnel understand and follow departmental policies and procedures, universal precautions, established safety rules, and fire and disaster procedures.
- ◆ Ensure cleanliness and sanitation of dietary areas including, food prep areas, equipment, food storage, food service carts, utensils etc.
- ◆ Comply with personal hygiene and sanitation standards.
- ◆ Promptly report accidents, incidents, unsafe and hazardous conditions, and equipment.
- ◆ Ensure that dietary supplies and equipment are used in an appropriate and safe manner and in a fashion that comports with the product's intended use.
- ◆ Ensure the safety and security of dietary supplies and equipment.

C. Staff Development Functions

Duties:

- ◆ Attend and participate in orientation, training, in-service educational activities, and staff meetings for general staff, dietary staff, and management staff.
- ◆ Attend and participate in all mandatory in-services.
- ◆ Recognize self-evaluation and self-development as an important tool in maintaining high standards of care and professionalism.
- ◆ Seek and provide peer review and consultation.
- ◆ Participate in facility/department in-services.

D. All Other Duties as Assigned