NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION:** Relief Cook

**FLSA CLASS:** Non-Exempt

**SUPERVISED BY:** Kitchen Manager and Executive Director

**MINIMUM QUALIFICATIONS**

1. **Education:** High school graduate or equivalent required; some post high school courses in the food services, home economics, or nutrition helpful. Must have the County required food handlers certificate.

2. **Experience:** Minimum of 6 months experience working in a residential food service department. Must enjoy working with elderly individuals with Alzheimer’s or dementia required. One-year experience working with the elderly is preferred.

3. **Skills:** Must possess effective written, verbal and non-verbal communication skills and stable emotional make-up. Must be creative, caring, and able to work under stress. Professional conduct, honoring boundaries, setting limits and maintaining confidentiality is a must. Must be able to order and maintain food and supplies for the kitchen, in the absence of the Kitchen Manager. Must be able to maintain the strictest sanitary principles for the kitchen.

4. **Physical Requirements**: Must be able to meet physical demands of lifting and moving over 50 pounds, walking, bending, and standing for long periods of time.

**POSITION SUMMARY**

The Relief Cook is responsible for all aspects of the kitchen and dietary services for the facility, in the absence of the Kitchen Manager. This position is one requiring a great deal of creativity and flexibility. The Relief Cook assures that residents are adequately nourished and hydrated. Items, which are safety hazards, must be strictly controlled. The Relief Cook is an integral part of assuring that the environment is consistently therapeutic, by role modeling appropriate interactions with the residents, staff and families. Weekend and holiday hours are required.

**Performance Rating Definitions**

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

**Responsibility I:** PLANNING

1. Ability to substitutes menu items with items of equal nutritional value when necessary and ensures appropriate documentation of the substitutions.

2. Ensure menus are posted daily.

3. Must identify the items needed at the beginning of the shift to ensure all items are available and correctly prepared, such as thawing meats, and are available for that days menu.

4. If supplies are needed, they are either ordered or purchased according to budgetary constraints or the Kitchen Manager is notified that supplies are needed.

**Responsibility II:** PROVIDES FOR RESIDENT SAFETY

5. Residents are closely monitored for safety and cleanliness during cooking activities.

6. Harmful items are monitored closely during resident use and put away immediately after each use.

7. Dangerous kitchen objects are not found in the possession of residents, or in their rooms, or available to the residents on the living unit.

**Responsibility III:**  SANITATION MEASURES

8. Uses appropriate sanitation measures to assure cleanliness of kitchen within Department of Health guidelines.

9. Maintains kitchen appliances in the cleanest possible state.

10. Maintains a schedule of kitchen cleaning rotation.

11. Enforces Infection Control procedures as they apply to kitchen areas.

**Responsibility IV:** IMPLEMENTATION

12. Consistently provides tasty, attractive and nutritionally sound meals and snacks.

13. If ordering, spending for kitchen food, supplies and staffing are within budgetary constraints.

14. Provides an adequate amount of food at each meal for residents, scheduled guests and scheduled staff.

**Responsibility V:** EVALUATION

16. Seeks input from others on the quality of the meal services.

**Responsibility VI:** REINFORCES PROVIDENT PROGRAM GOALS

17. Attends and participates in required team meetings.

18. Adheres to program guidelines in response to residents' behaviors.

1. Asks for clarification and direction from the Kitchen Manager and Executive Director in approaches used with the residents (Reads all Resident Care Plans/Service Plans).

20. Provides feedback to families about the residents’ nutritional status.

**Responsibility VII:** STAFF TRAINING

21.Assists the Executive Director and nurses in the orientation of newly hired staff.

22. Trains all staff on the sanitary measures to be utilized when in the kitchen.

**Responsibility VIII:** SUPERVISION

23. Seeks direction from Food Service Manager and administrator regarding kitchen management when needed.

**Responsibility IX:** REGULATORY COMPLIANCE

24. Assures that kitchen practices, policies and procedures are in compliance with local and state licensing standards, 100% of the time.

25. Assures that all documentation is completed as scheduled and prior to the end of the shift, i.e. temperature logs, substitutions, and cleaning schedules.

**Responsibility X:** TRAINING/IN-SERVICE

26. Successfully completes required training and in-service on an annual basis or as required.

27. Attends at least one continuing education program per year.

**Responsibility XI:** ATTENDANCE

28. Maintains an attendance record that remains within the established attendance policy.

29. Follows all procedures and policies in relation to requesting time off, documenting time worked, and use of PTO.

**Responsibility XII:** GENERAL SAFETY

30. Adheres to facility safety procedures.

31. Reports observed safety hazards and takes appropriate steps to resolve the safety issue if able.

32. Attends safety training.

**Responsibility XIII:**  INITIATIVE/CREATIVITY

33. Consistently seeks new ideas and methods to meet the resident’s needs.

34. Effectively plans workload and handles emergencies appropriately.

**Responsibility XIV:** COOPERATION/ATTITUDE

35. Work place behavior reflects the willingness to be a team player:

* 1. Willingness to cooperate with others.
  2. Willingness to conform to rules of work.
  3. Displays a positive attitude towards work and facility.
  4. Willingness to assist others.
  5. Ability to recognize, participate and adjust to change in situations and work assignments.
  6. Is dependable, can be counted on to do assigned tasks without strict supervision.
  7. Conforms to expectations of professional appearance, personal hygiene and grooming.
  8. Communications with others (courtesy, voice tone, facial expressions, gestures) are appropriate at all times and do not cause discord among the staff, families, or visitors.
  9. There is the absence of argumentative reluctance.

**Responsibility XV:** Imaginative (will be rated according to the following scale)

36 Has the ability to be imaginative and consistently seeks improved methods of operations:

* 1. Continually seeks new and better ways of doing things; is extremely imaginative
  2. Frequently suggests new ways of doing things; very imaginative
  3. Occasionally comes up with a new idea
  4. Rarely has a new idea; is unimaginative (resists change)

**Responsibility XVI:** DEPENDABILITY

37. Can be counted on to do assigned tasks without the need for strict supervision.

38. Performs others duties as assigned or requested.

Acknowledged: Date: