

Snyder Village  
Position Description

Position Title: Assistant Cook

FLSA Status: Non-Exempt

Reports To: Dining Services Manager, Assistant Dining Services Manager, and Cook

**General Description**

The Assistant Cook assists the Cook in preparation of all food for residents and their families. The Assistant Cook is responsible for serving residents according to correct diet orders.

**Minimum Training, Experience and Certification Requirements**

Experience in food service is helpful but not required.

**HOURS OF WORK:**

The hours of duty are as scheduled including weekends and holidays.

**Personal Characteristics**

1. Ability to read, write and follow oral and written instructions.
2. Ability to prepare foods that look and taste great.
3. Ability to be in charge of staff when managers are not present.
4. Ability to be sensitive and courteous in dealing with the needs and feelings of the elderly and their families.
5. Ability to uphold the mission and values statement of Snyder Village.

**Job Responsibilities, Duties and Authority**

1. Prepares all food according to the recipes.
2. Start and finish shift on time.
3. Demonstrates leadership.
4. Adhere to dining services uniform policy.
5. Fills out required paperwork.
6. Prepares all food required to be prepped.
7. Serves all meals in the appropriate dining rooms.
8. Presents food in an appetizing manner.
9. Follows spread sheets for each diet.

10. Follows resident dietary orders.
11. Assistant cooks are responsible for salads and desserts.
12. Is responsible for setting up appropriate dining areas after meals.
13. Is responsible for knowing how to use equipment in the kitchen and dining areas.
14. Communicates well with other staff, residents, families, and guests.
15. Adheres to all safety and sanitary regulations governing storage, handling and serving of food and utensils.
16. Use proper procedures for closing up the kitchen and cleaning before leaving.
17. Perceives and reports need for repair of dietary equipment by filling out a work request.
18. Performs assigned cleaning tasks.
19. Reports any unusual request, behavior, or activity with the residents to the nurse in charge.
20. Reports supply shortages to the dietary supervisor.
21. Performs other related duties as may be assigned.
22. Attends mandatory dietary in-services.
23. Attends Snyder Village In-Service meeting as required by dietary supervisor.
24. Meets on a one on one basis with dietary supervisor or assistant for an evaluation yearly.
25. Ability to communicate in English via telephone, in writing and verbally in conversation with different levels of staff, residents and their families and any outside customers.
26. Performs and gives assistance to the lead Cook.

**Working Conditions**

1. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Frequently required to stand or walk. Occasionally required to sit, use hands and or fingers, reach with arms and hands, talk, hear, taste, smell, and lift and or move up to 50 pounds. Specific vision and depth perception and ability to adjust focus.
3. Ability to utilize a phone when necessary.
4. While performing the duties of this job, the employee is occasionally exposed to blood and other body fluids, fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**Employee Acknowledgment**

I have read and understand this job description and will perform the above duties to the best of my ability.

Employee

Signature \_\_\_\_\_ Date \_\_\_\_\_

Health Center Administrator \_\_\_\_\_ Date \_\_\_\_\_