

Snyder Village  
Position Description

Position Title: Bistro Cook

FLSA Status: Non-Exempt

Reports To: Dietary Manager & Assistant Dietary Manager

**General Description**

The Bistro Cook prepares food for breakfast and lunch on the grill and serves the main entrée from the steam table for Hall 1 residents and Employees.

**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 meals that look and taste great.
3. Ability to be sensitive and courteous in dealing with the needs and feelings of elderly.
4. Ability to uphold the mission and values of Snyder Village.

**Job Responsibilities, Duties and Authority**

1. Prepares and serves breakfast and lunch in the Bistro.
2. Follows resident's diets according to their needs.
3. Is responsible for clearing and setting up Bistro.
4. Responsible for knowing how to use equipment in the kitchen and dining areas.
5. Works in cooperation with other staff, departments, residents, families, and guests.
6. Adheres to all safety and sanitary regulations governing storage, handling, and serving of food and utensils.
7. Use proper procedures for closing up the Bistro and cleaning before leaving.

8. Perceives and reports need for repair of furniture and equipment by filling out a work request.
9. Performs assigned cleaning tasks.
10. Reports any unusual request, behavior, or activity with the resident to the nurse in charge.
11. Reports supply shortages to the dietary supervisor.
12. Performs other related duties as may be assigned.
13. Attends mandatory dietary in-services.
14. Attends in-service meeting as required by dietary supervisor.
15. Meets on a one to one basis with dietary supervisor or assistant for an evaluation yearly.
16. 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.

**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 25 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 \_\_\_\_\_