

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: COOK I
REPORTS TO: COOK III
OVERTIME STATUS: CATEGORY 2

ACCOUNTABILITY OBJECTIVE:

Responsible for efficient food production and quality control, reporting directly to a or Cook III who functions under the supervision of the Food Service Manager I. Responsible for each resident receiving a nutritious and appetizing meal as ordered by the physician.

QUALIFICATIONS:

Eligibility for the classification of Cook I on the Missouri State Merit Register.

STANDARD REQUIREMENTS:

- Demonstrate knowledge of and promote resident rights, including but not limited to the right to be free of restraints and free of abuse. Promptly report incidents or evidence of resident abuse or violations of residents' rights.
- Follow dress code guidelines as per MVC policy and procedure.
- Approach duties with a positive attitude and constructively support open communication, dedication and compassion.
- Maintain effective communication with residents, families and facility staff.
- Adhere to all established facility and commission policies and procedures.
- Promote positive employee relations.
- Participate in individual training plan as required.
- Work wherever needed within the department and facility.
- Ensure privacy of all protected health information to which he/she may have access.
- Apply objectives from offered training
- Perform duties in a safe manner minimizing the risk of on the job injuries.
- Demonstrate knowledge of emergency procedures and respond accordingly.
- Demonstrate understanding of the mission statement of the Missouri Veterans Commission Homes Program. Exhibit a willingness to work as a team member in carrying out the mission of the organization. Facilitate implementation of care systems, i.e., falls, infection control, quality management programs, etc.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

- Prepare meals according to recipes and serve according to diets as ordered by the physician.
- Perform a variety of skilled cooking assignments including daily preparation of portions of a large production meal and intermittent preparation of all portions of a large production meal.
- Adjust production quantities of foods produced using existing recipes for daily portions of a large production meal and intermittent preparation of all portions of a large production meal.
- Coordinate activities of a small work group including Food Service Helper I & II positions as needed.
- Check menus and make sure preparation is completed. Demonstrate general understanding of the proper preparation of meal items according to all physician ordered dietary restrictions and modifications.
- Check daily menus and review daily production for meal presentation.
- Ensure food is pulled and thawed. Handle food with care to ensure it does not carry harmful bacteria. Ensure food is served at proper temperature and monitor food temperatures.
- Maintain sanitary conditions in the kitchen by participating in the cleaning of stoves, cookers, kettles and all other related cooking and food storage devices. This may also include intermittent supervision of a small staff in these activities.
- Safely operate equipment, making sure it is properly cleaned and sanitized after each use and report problems per facility policy.
- Monitor and document temperatures of warmers, coolers, and freezers.
- Label, date, and rotate foods properly.
- Stand for prolonged periods of time during meal service to residents and staff.
- Lift, carry and transfer heavy food containers using proper body mechanics.
- Utilize personal protective equipment (ex. pot holders, tongs, oven gloves, goggles, aprons, etc.) as instructed for safety.
- Reach above head to retrieve needed equipment that may be stored on shelves.
- Respond to internal and external disasters such as fires, tornadoes, etc., in order to protect residents, staff and property.
- Perform tasks involving repetitive motion such as mopping and/or sweeping the floor.
- Recognize basic signs of resident distress when eating, i.e., choking, loss of consciousness. Take initial emergency steps when such circumstances are present.
- Ensure effective flow of materials and services as directed by Cook II or Cook III.
- Adhere to infection control procedures as trained.
- Arrive to work on time and when scheduled, minimize unscheduled absences and schedule sick and annual leave responsibly, as established by Commission policies.
- Work overtime as needed.
- Work weekends, holidays, evenings, and nights as needed.

OTHER DUTIES:

- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Physical requirements include: Must be free of diseases that may be transmitted in the performance of job responsibilities per state and local requirements during the stage of communicability unless the incumbent can be given duties that minimize the likelihood of transmission. Physical activities include: balancing, finger dexterity, pulling, pushing, standing, climbing, grasping, stopping, crouching, crawling, kneeling, reaching, wiping, bending, lifting, repetitive motions and frequent washing of hands. Essential sensory and communicative activities include: feeling, seeing, speaking, hearing, smelling, and tasting.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____