



Grace Senior Services, Inc.

Job Description

Position: Cook/Dietary Supervisor

Responsible to: Human Resource Department

Scope of Position: As a part of the total food service operation for the facility, prepare entrees, dishes trays and plates, recognize and fulfill special diets, client/resident dietary needs and requests. In charge of food service operation. Maintain work area in good housekeeping order, comply with state and federal rules and regulations, and follow established policies and procedures of the Grace Senior Services, Inc. Assist in food set up or feeding of clients/residents as the need arises.

Qualifications:

- a. **Education:** High School Diploma or GED preferred.
- b. **Experience/Skills:**
 1. Serv Safe Certification.
 2. Certified Food Manager Certification.
 3. Prior food service experience in a health care facility is desirable.
 4. Knowledge of nutrition, recipes and special dietary needs.
 5. Demonstrated leadership skills.
 6. Ability to read and comprehend simple instructions, correspondence, and memos.
 7. Ability to effectively present information in one-to-one and small group situations to customers, clients, and other employees of Grace Senior Services, Inc.
 8. Ability to supervise staff regarding kitchen area as well as the preparation and presentation of meals.
- c. **Ability to communicate effectively in writing as well as verbally.**
- d. **Positive, caring attitude and ability to work well with others.**

Responsibilities of this position (Job Specific):

1. Properly operate all the equipment in the food preparation area.
2. Maintain adequate inventory of food and supplies.
3. Place orders through designated companies for supplies in accordance with dietary budget.
4. Willing to work on weekends, holidays and evenings, when necessary.
5. Accurately convert recipes for various size groups and appropriate dietary needs.
6. Maintain awareness of facility events, activities and changes in order to efficiently organize work area; checks menu and dietary request forms to ensure food items are available.
7. Accomplish additional work when possible.
8. Develop recipes and menus (breakfast, lunch & supper) for balanced dietary needs, and alternative menu choices.
9. Make, set up & clean up after snacks.
10. Accurately follow recipe directions and use proper ingredients to assure appropriate outcome of daily menu.
11. Set up tables and clear tables as needed
12. Complete daily and weekly cleaning responsibilities within allotted time
13. Check stock, store stock, rotate stock, and label incoming food and supplies properly.
14. Assist with special events and is open to various duties as needs arise for special events (family meals, pancake breakfast, etc.).

15. Ensure that clients/residents with special diets get the appropriate food. Follow proper portion control to meet therapeutic dietary development.
16. Assist in set-up of food with clients/residents and assist in feeding as the need arises.
17. Respect facility property and supplies; takes action to maintain equipment and eliminate waste.
18. Request feedback from other employees regarding service, likes and dislikes, and takes steps to improve.
19. Treat co-workers with consideration, tolerance and respect, especially new employees, and accepts corrections, suggestions and criticisms as necessary.
20. Supervise staff regarding kitchen area as well as the preparation and presentation of meals.
21. Assist in answering the phone and gets complete information and responds pleasantly. Limits personal phone calls according to policy in employee handbook.
22. Initiate friendly conversations with clients/residents, assists them as needed.
23. Relate to clients/residents, family and guest concerns with consideration, patience, gentleness and respect for their opinion. Treat client/resident with dignity.
24. Accommodate client/resident diet changes promptly.
25. Maintain all client/resident logs pertaining to dietary.
26. Incorporate proper safety and sanitation techniques as part of the work (e.g. washes hands, wears proper equipment for safety wears hair covering, uses cleaning products properly).
27. Consistently careful and neat, wiping up spills, putting out wet floor signs, wiping up crumbs and cleaning off counters before starting other work.
28. Understand and follows the Vulnerable Adult abuse policy and reporting procedure. Is aware of and adheres to the Resident Bill of Rights.
29. Adhere to specific job task assignments directed by Human Resource Department. Performs all other duties as assigned to meet the needs of the clients/residents.
30. Support the policies and procedures of the facility. Maintain a positive attitude when speaking with co-workers and the community.
31. Exhibits receptiveness to and supports new ideas from upper management for improving quality of service, and has suggestions to implement them.
32. Shares information (e.g. labor and time saving tips, etc. with co-workers).
33. Sets an example and encourages others to maintain proper documentation (e.g. recording temperatures, initializing cleaning schedules and reporting incidents promptly according to procedures).
34. Salaried position: requests a four week notice of intent to terminate employment.

General Expectations (All Employees Expectations)

1. In-services/meetings
 - a. Attend all mandatory staff meetings, departmental and interdepartmental in-services as required, unless excused by Human Resource Department.
 - b. Participate in client/resident care conferences and other facility meetings as required.
2. Infection Control
 - a. Demonstrate knowledge of infection control throughout the workplace.
 - b. Demonstrate and uses Universal Precautions in accordance with established procedures.
 - c. Report all exposures in accordance with OSHA and Grace Senior Services, Inc. policies and procedures.
3. Safety
 - a. Knowledgeable of, observes and follows all safety rules and regulations of the facility.
 - b. Report injuries and accidents immediately to Human Resource Department.
 - c. Respond appropriately to safety hazards, fire drills, and emergency situations.
 - d. Recognize and eliminates safety hazards and reports equipment that is not working properly to the appropriate department.

- e. Follow established guidelines when using equipment, supplies and chemicals.
 - f. Uses good body mechanics and assistive devices when appropriate.
4. Dress Code
 - a. Follow dress code appropriate to position per Grace Senior Services, Inc. policy.
 - b. Wear nametag at all times and maintains excellent personal hygiene and grooming.
 5. Smoking
 - a. Follow Grace Senior Services, Inc. policy guidelines regarding no on site smoking unless in designated area.
 6. Breaks
 - a. Comply with departmental policy within established Grace Senior Services, Inc. guidelines.
 7. Attendance
 - a. Utilize reliable transportation to ensure timely arrival for each scheduled shift.
 - b. Is available for each scheduled shift, including those scheduled on weekends and holidays.
 - c. Report to work no later than the beginning of each shift.
 - d. Provide proper notice of tardiness and absences to Human Resource Department in the manner prescribed by Grace Senior Services, Inc. policies and procedures.
 - e. Maintain a level of attendance that meets or exceeds the definition of satisfactory attendance illustrated in Grace Senior Services, Inc. employee policy.
 8. Respect client/resident rights and maintains strict confidentiality regarding clients/residents and their protected personal information in accordance with HIPAA guidelines.
 9. Aware of and adhere to the Resident/Client Bill of Rights.
 10. Understand and adhere to the abuse prohibition guidelines of the Vulnerable Adult Act, and is familiar with prescribed reporting guidelines and expectations.
 11. Free of active, contagious diseases, i.e. tuberculosis, etc.
 12. Receive a "not disqualified" criminal background result from the Minnesota Department of Human Services.

This Job Description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other management personnel.

I understand I am an at-will employee and can be terminated at any time for any reason. I also understand that my employment can be terminated with or without cause and with or without notice, at the option of myself or of the company. By signing this job description, I understand I am an at will employee of Grace Senior Services, Inc.

Management reserves the right to change job responsibilities, expectations, and hours as needs prevail. This document is intended for management purposes only, and is not intended to imply a written or implied contract of employment.

I have read this Job Description and understand the qualifications and requirements. I agree to accept the responsibilities and duties as outlined, and to the best of my knowledge and ability, I believe that I can perform the essential functions of this position with or without reasonable accommodation.

Employee

Date

Department Manager/Designee, Title

Date