

# HERITAGE POINTE

## *Seniors Living in the Jewish Tradition*

**No matter what your job/position is at HP, you share with all the people here, one principle function - to ensure our Residents receive the best care and service ...the one thing you will always be held accountable for is the exercise of your best judgment.**

**CURRENT REVISION DATE:** April, 2021

**POSITION TITLE:** COOK

**POSITION CATEGORY:** Non-exempt, Full time, Part time, Evenings and Weekends

**POSITION REPORTS TO:** Chef Manager

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**I. BASIC PURPOSE OF POSITION:**

Preparation and service of meals for the Residents of Heritage Pointe

**II. CUSTOMERS/CLIENTS SERVED BY POSITION:**

Residents, their families, guests, staff, potential Residents, and catering customers.

**III. OUTCOME WHEN JOB IS DONE WELL:**

Meals are prepared in a timely and appealing manner and the Residents are satisfied with the food. Service will be consistently efficient. Resident Satisfaction Survey reflects an 80% or better rating regarding Food selection and quality.

**IV. EDUCATION REQUIREMENTS:**

High School diploma preferred.

**V. EXPERIENCE REQUIREMENTS:**

Two years proven food experience in restaurant or health care facility serving 150 plus Residents.

**VI. SKILLS, LICENSE, CERTIFICATION AND/OR SPECIAL TRAINING REQUIREMENTS:**

Ability to read and communicate recipes in English. Able to stand for long periods at a time. Knowledgeable in safety and sanitation procedures. Able to pass pre-employment drug screening, physical, and able to obtain a fingerprint clearance as required by our licensure.

**VII. ESSENTIAL JOB DUTIES THAT MUST BE SAFELY PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATION OR WITHOUT POSING A DIRECT THREAT TO OTHER EMPLOYEES, RESIDENTS OR STAFF.**

1. Maintain areas in excellent hygiene and cleanliness as required.
2. Participate and be present at meal periods for which they are scheduled.
3. Proper food production, rotation of product, avoid over production.
4. Knowledge of standardized portion control.
5. Aware of sanitation regulations in handling and storing food.
6. Be aware of safety rules in the kitchen.
7. Able to move 50 lbs. unassisted.

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8. Able to follow recipe book/read labels.
9. Ability to operate dish machine.
10. Able to prepare salads.
11. Able to operate safely all kitchen equipment.
12. Communicates effectively with Residents and staff.
13. Able to clean ovens, grill, work space and cooking utensils
14. Able to withstand heat from cooking area and cold from below-zero freezer.
15. Participates and assists in catering functions.
16. Ensures that procedures are followed per chef's requirements.
17. Assist in unloading and storing food deliveries.
18. Other duties as assigned.

### **Factors affecting work performance – attendance, dependability, achievement, interpersonal skills**

1. Make time at work to have fun, laugh, breathe and smell the roses.
2. Regular, punctual attendance. Flexible schedule to include weekends, evenings and holidays.
3. Additional duties as assigned by supervisor.
4. Timely completion of work assignments.
5. Attends and participates in general staff and department meetings.
6. Be a team player and able to get along well with co-workers and other departments.

### **Mission, Vision, Policy and Regulations – HP Philosophy, adherence to policy, judgment**

1. Familiarize self with and follow Heritage Pointe policy and procedures and the same with the Jewish tradition as it relates to our Residents, family and guests.
2. Observes and follows safety policies; to include but not limited to reporting all work-related injuries timely, wearing appropriate safety equipment and security access/name badge.
3. Wear appropriate clothing per facility dress code.
4. Follow timekeeping policy by utilizing time clock to report all hours worked and take all mandatory rest and meal breaks (by the fifth hour of work unless six hours completes the day).
5. As a matter of HP policy and federal and state law; confidentiality and privacy policy, applies "minimum necessary", "needs to know" guidelines on all PHI information and reports non-compliance violations to Privacy Officer.
6. As a mandated reporter per DOJ requirements; attends Mandated Reporter Abuse training meetings, will report all abuse incidents; physical, emotional, financial, sexual, verbal, completing the 1) SOC 341 form, mailing or faxing, 2) calling the ombudsmen and/or department of health services; for Assisted Living and Independent Living, call ombudsmen, and APS (adult protective services), and 3) informing supervisor so Resident can be protected.
7. Follow the corporate compliance standard and employee code of conduct, of performing work with an ethical behavior and utilizing proper business conduct and professional practice, that complies with applicable laws, rules and regulations; as serving the Residents, preserving the organizational reputation, maintaining Resident/employee trust, community respect. Reports non-compliance or concerns to Corporate Compliance Officer

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### **VIII. EQUIPMENT REQUIRED IN THE PERFORMANCE OF ESSENTIAL JOB DUTIES:**

1. Commercial food preparation equipment (fryers, stoves, tilt skillet, ovens, mixers, meat slicer, robot coupe, etc.).
2. Cleaning equipment, safe use of chemicals
3. Thermometers.
4. Cooking utensils; knives, garnishing tools and small wares
4. Microwave.
5. Telephones, answering machine

### **IX. PHYSICAL DEMANDS**

While performing the duties of the job, the employee is regularly required to stand and walk on their feet for several hours at a time. Hands, fingers, arms are frequently used for holding, stretching, and reaching. The employee will be expected to kneel, bend, and crouch. The employee must be able to lift or move unassisted, up to 50lbs. Vision and hearing are required due to the safety of our Residents. Exposure to extreme temperatures is common; hot to cold.

I, (Print Name) \_\_\_\_\_, have read the job description entitled **Cook** and pledge to perform to the best of my ability each duty and responsibility to the highest standard possible. I also understand that this job description does not imply a contract or agreement. It outlines the job duties for the position of Cook only. Further, I am committed to understanding the sensitive, ethical and confidential nature of the position and realize that comprising this could lead to immediate consideration of termination. Employment at Heritage Pointe is "At Will". For any reason, at any time, with or without cause or notice, Heritage Pointe or myself may terminate the employment relationship.

\_\_\_\_\_  
Cook 's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

***\*A signed copy of this job description will be placed in your personnel file for future referencing and used for evaluation purposes throughout the year. This format is the authorized form for all job descriptions at Heritage Pointe.***