

<p>JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 03/03/2015</p>	<p>COOK</p>
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* Denotes an Essential Function

Title: Cook

Category: AS1

Code: 237

Education and Experience Required: High school diploma or G.E.D. and demonstrated ability to read and write. Minimum of one year of experience in food services required; medical community preferred. Serv-Safe Certification preferred.

Knowledge, Skills and Abilities Necessary: Ability to work independently while collaborating with others, ability to work with patients/families of all ages, flexibility with changing needs of patients and staff, ability to evaluate a situation quickly and respond appropriately, ability to self-motivate, ability to deal effectively with stress, ability to prioritize, and strong organizational skills. Ability to work in a client-centered manner.

Duties and Responsibilities:

- * 1. Performs all duties and responsibilities in accordance with basic principles and guidelines of professional food service.
- * 2. Prepares and submits weekly menus for approval by nutritionist.
- * 3. Prepares all meals for clients, which includes the following functions: baking, frying, roasting, steaming, broiling, grilling, serving and carving.
- * 4. Prepares a variety of food item in a tasteful, cost-effective manner; to include baked items and desserts, meats, fish, poultry, shellfish, vegetables, fruits, garnishes, soups and sauces according to accepted food service standards.
- * 5. Maintains kitchen work area – must remain neat and tidy at all times. This includes general kitchen and dining room cleaning.
- * 6. Maintains responsibility for daily general kitchen and dining room cleaning – i.e. counters, pots, stove, utensils, dishes, etc.
- * 7. Plans and coordinates food production to meet serving schedules.
- * 8. Monitors food for quality and seasoning and makes corrections as needed.
- * 9. Stores any leftovers according to regulatory standards and utilize them when appropriate.
- * 10. Maintains responsibility for managing daily food inventory: stock shelves, develop grocery list, placing rotation dates on food.

- * 11. Shops for necessary food items listed on menu.
- * 12. Tracks temperatures for refrigerator and freezer.
- * 13. Collaborates with staff regarding potential needs of patients on a daily basis.
- 14. Promotes calm, home-like atmosphere within dining area; including assistance for families with kitchen items, equipment or conversation.
- 15. Performs other duties as determined by Unit Director or Program Director.

Immediate Supervision: Unit Director or Program Director

Immediate Subordinates: None

Schedule of Employment: Non-exempt position.

Other: As an employee of Spurwink, he/she is expected to adhere to the policies and procedures of Spurwink. He/she must keep client and employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work of educating, training, and treating clients, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Administrative Assistant may be exposed to blood or other potentially infectious materials. Therefore, he/she will receive blood borne pathogens training (including training regarding Hepatitis B), and will be offered the Hepatitis B vaccination series upon hire. He/she must maintain a current Maine driver's license and clean driving record as outlined in Spurwink's Driving policy.

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date