

<p><b>JOB DESCRIPTION:</b> <b>SPURWINK SERVICES</b></p>	<p><b>COOK (ICF-MR-NURSING)</b></p>
<p><b>Effective Date: 12/13/18</b></p>	<p><b>Revised:</b></p>

\* Denotes an Essential Function

**Title:** Cook (ICF-MR Nursing)

**Category:** AS1

**Code:** COOK

**Minimum Education and Experience Requirements:** High school diploma/GED, or other training specifically related to this position. Some experience in food preparation and therapeutic diets helpful.

**Minimum Physical Requirements:** Must be able to demonstrate proper lifting techniques. Must be able to lift 50lbs or ¼ of total body weight, whichever is less.

**Position Summary:** Collaborates with the dietary manager to prepare meals for the residents. Is knowledgeable on any dietary restrictions residents may have. Follows health and safety procedures to maintain safe and sanitary kitchen, equipment, and storage areas.

**Duties and Responsibilities:**

- 1\* Provides input to dietary manager towards preparation of weekly menus.
- 2\* Prepares meals as assigned by dietary manager using production sheet and standardized recipes.
- 3\* Performs assigned sanitation and maintenance procedures for kitchen, equipment and storage areas.
- 4\* Checks refrigerators daily, discarding any leftovers which are three days old.
- 5\* Makes and records appropriate menu substitutions when an item or ingredient is not available for use.
- 6\* Keeps dietary manger aware of equipment and utensils that are in need of repair/ replacement.
- 7\* Is familiar with fire safety and evacuation procedures and cook's role in procedure.
- 8 Performs other duties as directed by the dietary manager.
- 9 Carries out any assignment given by the Administrator, DON or immediate supervisor.
- 10\* Follows established health and safety procedures.
- 11\* Reports safety concerns to the Administrator.
- 12 Other assignments appropriate to the position as determined by the Program Supervisor.

**Immediate Supervision:** Dietary Supervisor

**Immediate Subordinates:** N/A

**Schedule of Employment:** Non-exempt

**Other:** As employees of Spurwink, Cooks are expected to adhere to the policies and procedures of Spurwink. Keep client 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, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. The Cook must maintain a current Maine driver's license and a clean driving record in accordance with 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