

Lutheran Services Carolinas

Job Description

Job Title: Cook Supervisor or Clinical Cook Supervisor

Supervisor (title): Director of Dining Services

Department: Dining Services

Approved by: B. Welch 

Date: 8/29/2017

Position Purpose/Summary:

The Cook/Supervisor is responsible for the preparing and serving of the meals, following planned menus for the various dishes; the cleanliness and sanitation of the kitchen; and ordering of food and kitchen materials for the successful operation of the kitchen.

Essential Functions: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Assumes full charge of the Dietary Department in the absence of the Director of Dining Services or Assistant Director of Dining Services. In this circumstance, the first shift cook shall have this authority until the first shift has ended, at which time the second shift cook or supervisor will assume charge until the end of the second shift.
2. Reviews menus prior to food preparation.
3. Prepares regular and therapeutic diet meals according to planned menus; lifts heavy pots of food.
4. Follows standardized recipes and special diet orders. Serves meals according to diet and portion control.
5. Checks diet trays to ensure they are served correctly. Assists in planning and preparing special meals.
6. Assists Director of Dietary Services in menu planning by making suggestions for new menu items.
7. Follows oral and written instructions.
8. Assists Director and Assistant Director of Dietary Services in the orientation and training, coaching, and supervising of dietary personnel.
9. Removes frozen meats from walk-in freezer for thawing, as well as other items to be prepared for meals.
10. Assists with daily schedule cleaning duties.
11. Keeps equipment and work areas clean as required.
12. Reports equipment and supply needs to Director of Dietary Services. Assists in checking incoming food supplies.
13. For the Clinical Cook Supervisor role In skilled nursing facilities, ensures:
 - Information is obtained for nutritional assessment
 - Completion of MDS assessment and development of nutritional care plan
 - Documentation in progress notes per facility protocol and regulatory requirements
 - Participation in care plan meetings and follow up on any problems noted.

- Attends in-service training classes and practices new skills and work habits. Understands and utilizes emergency equipment.
- 1. Remains cordial and tactful with residents, peers, and others.
- 2. Follows all established policies and procedures of the dietary department and the facility.
- 3. Completes other assigned duties as may be necessary for the orderly operation of the facility.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*):

Dietary Aide (in absence of Director of Dining Services)

Qualifications (Minimum Job Requirements):

Education: Some H.S. coursework, H.S. diploma or GED; or equivalent combination of education and experience.

Experience: Ability to read, understand, and follow recipe directions; proven ability to instruct subordinate personnel in proper food preparation and serving methods, and to plan effective work methods in kitchen.

Specific skills/abilities: Attention to detail and the ability to write and follow instructions for reading recipes, dietary needs and meal orders. Knowledge of principles of food sanitation.

Specialized knowledge, licenses, etc.:

Preferences (Optional):

1. H.S. diploma or equivalent.
2. Training/experience in food service environment.
3. Prior supervisory experience.

Working Conditions/Physical Requirements: (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. The Cook/Supervisor stands and walks intermittently throughout the working day, as well as reaches, stoops, bends, lifts, carries, and manipulates various food products, dietary supplies and equipment.
2. Ability to work with chemicals and cleaning agents.
3. Must be able to lift and/or carry 50 to 75 pounds and withstand exposure to temperature and humidity.
4. Must maintain personal hygiene in accordance to standards for Food Service Employees.
5. This employee must be free from infections or diseases.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature (Cook Supervisor)

Date

Employee Signature (Clinical Cook Supervisor)

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.