

LB Homes

Cook/Supervisor

Department: Dietary

FLSA Status: Non-Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

Scheduled for day and evening shifts including weekend rotation and additional hours to meet organization's needs.

Job Status: Full Time, Part Time, Casual

Reports To: Chef

Amount of Travel Required: None

Positions Supervised: Dietary Aides, Cafe', Dishwashers **when assigned**

POSITION SUMMARY

This position requires the employee to prepare meals for a variety of locations within LB Homes. Take and record temperatures of coolers/freezers and food items. Ensure proper staffing for the meal period. Prepare food items based on daily censuses and in accordance to dietary standards and recipe compliance for Broen Home, Broen Cafe', Alcott Manor, Woodland Lodge, and various catered events. Maintain a clean and orderly workplace and ensure other staff follows. Assist manager with inventory, purchasing, scheduling, and training as assigned. Ensure that the storage areas are well organized and clean to company standards. Ensure proper cleaning is enforced throughout the department following wash and sanitize standards. Keep manager up to date on equipment and safety issues. Must obtain ServSafe certification within first 6 months (or when class is available locally).

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Be able to read and clearly understand the diet requirements for each resident as stated on the individuals menu.
- Ability to forecast food production needs based upon a varying population and guest count.
- Assemble meal ingredients efficiently at the beginning of the shift.
- Read and fully understand and follow the standardized recipes making necessary adjustments based upon daily meal counts.
- Ability to prepare mechanically altered diets, or ability to learn. Must be consistent and accurate with production.
- Ability to properly set up a steam table in an efficient manner that focuses on speed and accuracy.
- Ability to step in and service a meal in times of need.

- Assemble a meal plate in accordance with the guidelines provided by department.
- Follow all safe food handling procedures according to State of Minnesota requirements.
- Provide a high level of customer satisfaction.
- Must have the ability to work alone and as part of a team.
- Must be able to take and record temperatures of food and equipment as required by health department.
- Be willing to assist other team members in their tasks.
- Inspect supplies, equipment, and work areas to ensure efficient service and conformance to standards.

POSITION QUALIFICATIONS

Competency Statement(s)

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take **care of the customers' needs while following company** procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.

SKILLS & ABILITIES

Education: Professional Culinary Training a plus but not required: Preferred

Experience: Minimum of six (6) months experience in healthcare food production or similar work history

Computer Skills: Microsoft Suite (Office, Word, Outlook (calendar and email), Internet Explorer

Certifications & Licenses: Active ServSafe certification

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
 O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
 F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
 C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	O	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	N
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	N	Push/Pull	
Crawl	N	12 lbs or less	O
Squat or Kneel	O	13-25 lbs	O
Bend	O	26-40 lbs	O
Grasp	O	41-100 lbs	O
Speak	F		

Other Physical Requirements

- Vision (Near, Distance)
- Sense of Sound - spoken words, alarms
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - PPE-gloves, mask, goggles gowns

WORK ENVIRONMENT

Primary work environment is in a Skilled Nursing Facility. There will be regular and frequent occasion to be in kitchens and dining rooms.

Employee
 Signature: _____ Date: _____

Supervisor
 Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.