

# MEDINA COUNTY COMMISSIONERS

## Job Description COOK 1 COUNTY HOME



### SUMMARY

The cook reports directly to the hospital aide coordinator. Plans all meals for the residents. Follows patients' special dietary need. Keeps records. Prepares food by following the planned menu. Purchases supplies. Keeps kitchen area sanitary by following federal, state and local policies. Supervises kitchen duties. Performs related work duties when there is a need.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Plans all menus for patients. Adapts all meals served to the need of patients requiring diabetic, pureed, or other diets according to the resident nurse. Plans sequence and time of food preparation and cooking operations to meet meal schedule. Maintains daily production and dietary records and reports in accordance with policies of County Home, local, state or federal government. **Time spent: 25%**
- II. Follows the planned menu. Prepares food to preserve its maximum nutritive value, flavor and appearance. Prepares and cooks meats, vegetables, casserole dishes, salads, deserts and beverages by operating food service equipment such as mixers, steamers, ovens, and grills. Follow all federal, state and local health regulations. **Time spent: 35%**
- III. Estimates quantities needed and orders food and cleaning supplies. Receives and puts away supplies. Is aware of food costs. Ensures that sanitary conditions are maintained in storage, preparation, and distribution. Detects and ensures disposition of spoiled or unattractive food, defective supplies/equipment, and/or other unusual conditions. Maintains clean work areas, utensils, and equipment. **Time spent: 20%**
- IV. Supervises residents in the kitchen duties. Reports patients' unusual appetites and behavior during meal time. **Time spent: 10%**
- V. Reports maintenance problems. Attends staff meetings. Helps with any other related work. **Time spent: 10%**

### Class Title / Position Number of Position(s) Supervised:

**None**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Class #: \_\_\_\_\_  
Unit: \_\_\_\_\_  
County of Employment: \_\_\_\_\_  
Class Title: \_\_\_\_\_  
Normal Working Hrs : Fr \_\_\_\_\_ to \_\_\_\_\_  
Working Title: : \_\_\_\_\_  
Position Control #: \_\_\_\_\_  
Division: \_\_\_\_\_  
Pos # & Title of Supervisor: \_\_\_\_\_

	<b>KNOWLEDGE ▲ SKILLS ▲ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	<ul style="list-style-type: none"> <li>(1) Standard method, materials, practices, tools, and equipment used in large scale cooking operations;</li> <li>(2) Qualities, adaptability and uses of various foods;</li> <li>(3) Health hazards in food services and necessary preventative measures;</li> <li>(4) Occupational hazards and safety rules and regulations;</li> <li>(5) Proper methods of storing or refrigerating food and food ingredients;</li> <li>(6) Equipment;</li> <li>(7) Food values and nutrition;</li> <li>(8) Current federal, state and local laws and policies;</li> </ul>	<p>Prepares and cooks meats, vegetables, casseroles, salads, deserts and beverages</p> <p>Ensures that sanitary conditions are maintained</p> <p>Operate food service equipment</p> <p>Prepares food to preserve its maximum nutritive value</p> <p>Reports in accordance with policies of County Home, local, state or federal government</p>
Skills:	<ul style="list-style-type: none"> <li>(9) Read;</li> <li>(10) Write;</li> <li>(11) Math;</li> <li>(12) Auditory and visual;</li> </ul>	<p>Maintains daily production dietary records</p> <p>Estimate quantities needed</p> <p>Supervises residents in the kitchen</p>
Ability:	<ul style="list-style-type: none"> <li>(13) Operate and use cooking utensils and equipment;</li> <li>(14) Prepare food from menus and recipes;</li> <li>(15) Adapt standard recipes in preparing food for varying numbers of people and for those with special dietary needs;</li> <li>(16) Follow instructions;</li> <li>(17) Stand most of the day;</li> <li>(18) Reach, lift, bend, kneel, stoop, climb, push and pull items around 50 pounds or less;</li> <li>(19) Aide geriatric patients</li> </ul>	<p>Operates food equipment such as mixers, steamers, ovens and grills</p> <p>Prepares food</p> <p>Follows planned menu</p> <p>Estimates quantities needed</p> <p>Supervises residents in the kitchen</p>

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### **MINIMUM CLASS REQUIRMENTS**

- 1) Graduate from high school or equivalent
- 2) Knowledge of food and cooking

### **COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to effectively present information
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems
- Regularly required to talk or hear; use of hands to finger, handle or feel objects, tools, or equipment; and reach with hands and arms.
- Physical activity includes standing throughout the day
- Intermittent physical activity consists of walking and sitting
- Ability to lift up to 50 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus

### **MAJOR WORKER CHARACTERISTICS**

- Knowledge of cooking
- Knowledge of safety procedures
- Ability to use whole numbers, understand systems and procedures.
- Knowledge of County Home policy
- Ability to follow recipes
- Ability to use cooking equipment
- Knowledge of federal, state and local health policies