



## **ESSENTIAL FUNCTIONS**

- Prepares foods in a timely manner, in accordance with sanitary regulations, and in accordance with planned menus as well as established policies and procedures.
- Develops and maintains a good working rapport with inter-department personnel.
- Handles, stores, and rotates food and supplies in a safe and sanitary manner.
- Supervises the serving of meals and ensures the food is at proper temperature, properly styled, palatable and appetizing in appearance.
- Handles leftover foods by properly storing, wrapping, labeling and dating or properly follows up to ensure usage or disposal.
- Prepares food for therapeutic diets in accordance with planned menus, standardized recipes and special diet orders.
- Consults Director of Dining Services or Chef regarding food production and carries out other duties as assigned by Chef or Supervisors.
- Maintains a good working relationship with co-workers.
- Regular attendance.
- Performs other duties as required.

## **SKILLS, ABILITIES AND EXPERIENCE**

- 3 years minimum experience cooking evening meals.
- 1 year experience in kitchen supervision.
- Ability to read and write and communicate fluently.

## **EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES**

Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- First Aid certification
- Valid driver's license
- Requires Serve Safe Certification

## **OBRA & TITLE 22 REQUIREMENTS**

Ensures that residents' rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained at all times.

Maintains **confidentiality** of appropriate resident care information to assure their rights are protected.

Reports all incidents/accidents, unsafe and hazardous conditions/equipment immediately. Follows established safety rules and regulations. Maintains work area in a clean, orderly and safe manner.

## **EQUIPMENT/MACHINES/WORK AIDS**

Knives	Slicers	Blenders
Mixers	Steam kettles	Steamer ovens
Stove top	Grills	Broilers

Grinder  
Gurneys

Kitchen hand tools  
Convection ovens

Carts  
Deep Fryers

### **ENVIRONMENTAL CONDITIONS**

Temperature controlled, indoors.

### **PHYSICAL REQUIREMENTS**

- Standing - Frequently - up to 2 hours
- Walking - Frequently - up to 4 hours
- Sitting - Rarely - 20 minutes
- Lifting - Occasionally - (over 50 lbs.)
- Bending - Frequently - up to 5 minutes
- Lying - Never
- Twisting - Occasionally - up to 10 minutes
- Reaching/Stretching -Occasionally - up to 1 minutes
- Pushing, Pulling, Dragging - Continuously
- Climbing - Occasionally - up to 1 minute
- Balancing - Occasionally
- Kneeling/Crouching/Squatting - Rarely - up to 3 minutes
- Use of feet (other than walking) - Never
- Use of hands – Requires simple grasping, firm grasping, or fine manipulation with dominant/non-dominant hand or both hands.
- Hearing – Requires the ability to hear at close proximity (0-5 feet), requires the ability to hear at a distance (up to 20 feet) and the ability to hear in both ears.
- Vision – Requires clarity of vision at 20 inches or less, clarity of vision at 20 feet or more and accommodation of eye to focus clearly at varying distances.

This job description has been developed to identify some of the duties and responsibilities of this position. It is not intended to limit or encompass all duties and responsibilities of the position.

Acacia Creek Senior Living Community at its sole and absolute discretion, expressly reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this and all job descriptions.

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### **ACKNOWLEDGMENT**

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*I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Home at Union City/Acacia Creek Senior Living Community.*

Employee

Supervisor

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Date Signed

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Date Signed