

## JOB DESCRIPTION

### HEAD COOK/MANAGER

#### Supervision and Direction:

The Head Cook/Manager receives general supervision and direction from the Food Service Director/Manager, and will comply with established policies and operational procedures. In the absence of the Food Service Director/Manager, the Head Cook/Manager will accept advice and instruction from the Administrator/Regional Director.

#### Duties and Responsibilities:

##### **1. Head Cook Responsibilities**

- A. Reports for work appropriately dressed according to Company professional dress code or cook dress code.
- B. Prepares meals based on the day's menu and production sheets and any anticipated house count changes. Is responsible for all food production and compliance with all state and Company policies and procedures. Uses standardized recipes and procedures. Ensures all temperature checks are conducted and properly documented.
- C. Is responsible for ensuring resident trays and food carts are delivered in an acceptable, timely manner.
- D. Serves meals efficiently, timely and cheerfully. Serves meals based on published menu, standardized portion sizes or required portion size for special diets as prescribed on production sheet and/or diet cards. Honors special requests when possible, offering appropriate alternatives such as soup, sautéed/broiled chicken breast, baked potato, eggs or leftovers. Freshens line and replenishes foods per house standards to ensure adequate amounts of food as provided on the menu are available to all residents at each seating.
- E. Supervises meal ticket collections for all meals served to guests and staff.
- F. Is knowledgeable of individual residents' food preferences and dietary orders and assists residents in their special diet selections, if necessary.
- G. Meets with residents each evening by visiting each table in the dining room to ascertain level of resident satisfaction with the meal. Positively interacts and exhibits a cooperative, helpful attitude toward residents, families, staff and others.
- H. Leads and participates in resident Food Committee meetings.

- I. Works varied schedule to cover all shifts including weekends and holidays as scheduled by Supervisor.
- J. Properly puts away all leftovers. Ensures all leftovers are properly labeled and stored and included in the menu for usage within 72 hours.
- K. Supervises the opening/closing of the kitchen to include ensuring dining room, serving line, dishroom, storage rooms and kitchen are clean, equipment is turned off, doors are locked, trash is emptied and lights are turned off.
- L. Supervises the cleaning of the dining room, serving line, dishroom and kitchen after meals.
- M. Must have working knowledge of applicable sanitation codes and observes sanitation rules and regulations in preparation and storage of food and cleanliness of kitchen and dining areas.
- N. Maintains cleanliness, organization and sanitation of kitchen, refrigerators and freezers, storage areas and dining rooms according to Company and Health Department standards.
- O. Manages catering services operations for special events for facility, owners, or residents.

**2. Supervisory Responsibilities:**

- A. The Head Cook/Manager is responsible for the management of dining service department employees to include hiring, orientation, disciplinary action, inservice training and evaluation according to Company policies.
- B. Assumes charge responsibilities in the absence of the Supervisor.
- C. Manages and controls food service department for quality assurance. Provides guidance to dietary staff to ensure resident satisfaction and a quality dining experience for the residents.
- D. Conducts and assists in the orientation, training and supervision of cooks, dietary aides, utility aides and wait staff.
- E. Meets daily with Manager to discuss any problems or concerns surrounding dining service department to include employees.

**3. Administrative Responsibilities:**

- A. Produces 4-6 week menu cycles annually one month in advance, taking into consideration resident preferences. Provides menus to Manager for review.
  - B. Controls and inventories all food stocks and smallwares. Advises Manager of needed items. Assists Manager with ordering needed smallwares, keeping within budget guidelines as assigned.
  - C. Orders food based on budget, menu, inventory and house count.
  - D. Maintains an inventory of all equipment and smallwares and keeps in working order.
  - E. Informs Manager of any equipment malfunctions or necessary repairs.
  - F. Keeps expenditures within budget.
  - G. Completes the required weekly and monthly reports.
- 4. Is currently certified according to local and/or state requirements for Food Service Managers.
  - 5. Participates in seminars, workshops and other training programs.
  - 6. Observes and protects residents' rights including the rights to confidentiality, privacy and dignity.
  - 7. Must be able to lift a minimum of 50 lbs. and to bend, crawl, stoop, push, and lift in order to deliver care and services as needed.
  - 8. Practices safety procedures and complies with established reporting of accidents and injuries.
  - 9. Performs any other related duties that may be assigned.

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Employee Signature

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Date

*Equal Opportunity Employer*