



POSITION DESCRIPTION

Position Title:	Cook	Exemption Status:	Non-Exempt/PT Per Diem
Division(s):	St. Joseph Center	Pay Grade:	5
Department:	Dietary	Salary Range:	\$15.50-\$20.00
Reports to:	Food Service Supervisor		
Last Update:	April 5, 2023		

Position Summary: Cook will accurately and efficiently prepare, portion, cook, and present a variety of hot and/or cold food items for various meal periods: to include breakfast, lunch, dinner, and special catered events (shift dependent). The general responsibilities of the position include those listed below, but Sisters of St. Joseph of Orange may identify other responsibilities of the position.

General Responsibilities:

- Cook will accurately and efficiently prepare, portion, cook, and present a variety of hot and/or cold food items for various meal periods: to include breakfast, lunch, dinner, and special catered events per recipe guidelines.
- Prepares food in accordance with current applicable federal, state, and corporate standards, guidelines, and regulations to ensure high-quality food service is provided.
- Always provides the highest quality of service to residents and guests.
- Follows basic recipes and/or product directions for preparing, seasoning, cooking, tasting, carving, soups, meats, vegetables, desserts, and other foodstuffs for consumption in various dining locations.
- Prepares food under direct supervision or instruction by operating a variety of kitchen equipment to measure and mix ingredients, washing, peeling, cutting fruits and vegetables, trimming, and cutting meat, poultry, or fish for culinary use.
- Tastes products, reads menus, estimates food requirements per weekly menu cycle, checks production, and keeps records to accurately plan production requirements and requisition supplies and equipment.
- Attends all allergy and foodborne illness in-service training.
- Complies with all sisters of St. Joseph of Orange HACCP policies and procedures.
- Reports all accidents and injuries in a timely manner.



- Complies with all company safety and risk management policies and procedures, including attendance at regular safety meetings and training.
- Receive inventory, move, and lift foodstuffs and supplies.
- Prepare meals for residents requiring special diets.
- Familiarity with and ability to use a variety of kitchen equipment including deep fat fryer, convection oven, steamer, buffalo chopper, and Hobart mixer.
- Cleans and sanitizes workstations and equipment and follows all client and regulatory rules and procedures.
- Participates in periodic deep cleaning of all kitchen areas.

Qualifications & Requirements

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, and guests.
- Maintains high standards for work areas and appearance including fingernail length and cleanliness.
- Maintains a positive attitude.
- Must comply with any dress code requirements.
- Must be able to work nights, weekends, and some holidays.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.
- Presents self in a highly professional manner to others and understands that honesty and ethics are essential
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Requires considerable working knowledge of food preparation and knowledge of all kitchen equipment.
- Ability to read, write, and comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information to residents, co-workers, guests, and other employees of the organization.
- Ability to keep calm, professional, courteous, hospitable approach to people and situations, especially around residents with dementia.
- Ability to adapt to changing environment and demands, be flexible, enthusiastic and have a positive attitude.
- Good organizational skills, ability to work without close supervision, ability to plan and accomplish assigned tasks, ability to multi-task and manage conflicting deadlines and demands.
- Jewelry on hands and arms must be removed during shift work.



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Skills/Aptitude:

- Good working knowledge of food preparation.
- Requires familiarity of kitchen equipment.
- Must be able to read and follow a recipe unsupervised.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to:

- Wet and/ or humid conditions.
- Moving mechanical parts.
- High, precarious places.
- Fumes or airborne particles.
- Toxic or caustic chemicals.
- Outside weather conditions: extreme cold or heat.
- Risk of electrical shock and vibrations.
- Moderate noise level.
- Need to adjust meal and break period to accommodate special events requests.

Education and Experience Requirements:

- High School diploma or GED equivalent.
- California Food Handlers Certification required; Serv Safe Certification preferred.
- Minimum of 1-3 years of experience, 5 years, preferred.
- Experience in an assisted living facility a plus.

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

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Significant walking or other means of mobility.
- Ability to stand (up to 8 hours); walk; climb or balance and stoop, kneel, or crouch.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift to 35 pounds and occasionally lift/move 40 pounds.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to sit; talk or hear.
- The employee is frequently required to taste or smell.

Safety Requirements: Is knowledgeable of, observes and complies with Codes of Safe Practice, safety policies and emergency procedures.

Require Protective Equipment: Safety shoes and gloves as needed on a job.



Essential Values-Based, Leadership and Management Competencies: Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees to achieve the Mission of the Sisters of St. Joseph.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____