		Position Title:	Line Cook; Long Term Care (HCF)
Effective Date:	03.01.2020	FLSA Status:	Exempt
Review Date:	03.01.2021	Position Code:	PD- 2010
Revised Date:	03.01.2020	Department:	Food and Nutrition Services (FANS)
Management Approval:	Director of Operations	Oversight Level:	Human Resources

1.0 Position Summary


Under the direction of the General Manager of Nutritional Services, responsible for the consistent food preparation, of the highest quality, presentation and flavor for the entire facility and catered functions. Train, develop, motivate and mentor culinary staff to meet and exceed established food preparation standards on a consistent basis. Teach preparation according to well defined recipes and continually seek ways of constantly improve the cuisine at the property. Display exceptional leadership by providing a positive work environment, counselling employees as appropriate and demonstrate a dedicated professional approach to management.

2.0 Responsibilities

- Oversight of all food preparation and presentation
 - Ensure that all food preparation is in accordance with regulatory guidelines
 - Ensure all food are prepared in a consistent manner and meet departmental quality standards; quickly, accurately and consistently
 - Ensure that Resident's meals are complete and compliant with all dietary requirements and resident's allergies and likes and dislikes.
 - Utilize interpersonal and communication skills to lead and influence staff
- Customer Service
 - Provide and support service behaviors that are above and beyond for customer satisfaction
 - Improve service by communicating and assisting individuals to understand resident needs, providing guidance, feedback, and individual coach when needed
 - Recognize superior service and the continuous need to improve upon it
 - Actively respond to and handle resident problems and complaints; provide weekly resident satisfaction interviews
 - Frequently, review finished dishes for quality and presentation before and after the orders are delivered to residents
 - Always interact positively with all customers (residents, their families and other staff).
 - Meet and strive to exceed all service needs, recognizing that everyone is a customer and prompt a positive image of the Food and Nutrition Services and Powerlink
- Food Safety and Sanitation
 - Effectively control food safety
 - Implement hygiene policies and examine equipment for cleanliness
 - Ensure compliance with food handling and sanitation standards
 - Follow proper handling and right temperature of all food products
 - Ensure all culinary staff maintain required food handling and sanitation certifications

3.0 Duties

- Hire, Train and Develop Culinary Staff
 - Coach and mentor culinary staff to help them improve their knowledge and skills
 - Provide direction for all day-to-day food preparations in the kitchen
 - Understand each position well enough to perform duties in their absence or determine appropriate replacement gaps
 - Delegate as appropriate to develop culinary staff to accept responsibility and meet clearly defined goals and objectives

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- Interview, test and hire new applications for culinary staff
- Perform administrative tasks, taking stock of food and reporting inventory levels for purchase
- Report on the operational condition of kitchen equipment
- Review staffing levels to meet service, operational and financial objectives
- Maintain weekly General Manager Meetings
- May be asked to do other duties and assignments

4.0 Knowledge, Skills and Abilities

- Knowledge of food profession principles and practices
- Knowledge of “Back of the House” systems, inventory, wastage control, purchasing and budgeting
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities so to prioritize scheduling of tasks to meet deadlines
- Ability to lead and inspire a team
- Ability to communicate effectively, both orally and in writing
- Ability to actively listening and display empathy while problem-solving

5.0 Position Requirements

- Operational Requirements
 - Communicate and promote the mission, vision, and values of the organization
 - Represent the organization in a positive and professional manner at all times
 - Adhere to dress code, appearance is neat and clean
 - Wear identification while on duty
 - Comply with all organizational policies and standards regarding ethical business practices
 - Participate in performance improvement and continuous quality improvement activities
- Professional Requirements
 - Complete annual education requirements
 - Maintain residents’ medical, financial, and legal information confidentiality at all times (HIPAA).
 - Maintain regulatory requirements, including all state, federal and local regulations.
 - Conduct regular staff meetings and in-services.
 - Possess a high level of creativity, level-headedness and a service centric viewpoint.
- Work Experience
 - Excellent work history with outstanding attendance
 - 1.5+ years as a Cook
- Education
 - Must be able to read, write, and speak English at a level, which allows the safe and efficient performance of the position
 - High School Diploma or equivalent, preferred
 - A culinary degree from an accredited institution or equivalent experience
 - + 1+ years of structured culinary education
- Licenses and Certificates

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- Must provide proof of legal status to work
- None required
- Report to work on time and as scheduled.
- Physical Requirements and Environmental Conditions
 - Must pass physical examination as required by Powerlink, which may include a drug test, a Tuberculosis screen and a seasonal flu shot
 - Working irregular hours including on-call, fill-in shifts, after hours nights, weekends and holidays
 - Physically demanding, long hours standing in a high-stress and hot environment
 - Potential environmental exposure to burns and cuts daily
 - Position requires full range of body motion including, pushing, pulling, lifting and handling of heavy objects, such as food trays and food stock
 - Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
 - Position requires reaching, bending, stooping, and use of fine dexterity for handling, chopping and cutting items with hands and/or fingers, talking and/or hearing, and seeing 100% of time.

6.0 Wage Compensation

- Competitive salary

7.0 General Sign-off

The employee is expected to act as a role model in adhere to all company policies and values. 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 responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date