

# EMERALD HEIGHTS

## Job Description

**Job Title:** Cook  
**Department:** Food Services  
**Classification:** Hourly; non-exempt  
**Reports to:** Executive Chef  
**Grade:** 14

### Job Overview

The Cook is responsible for the preparation of food items as per standardized recipes.

### DUTIES AND RESPONSIBILITIES

- Prepare all soups, stocks and sauces; boil, braise and roast items per standardized recipes.
- Prepare and serve all sautéed, fried, grilled, steamed and baked items per standardized recipes.
- Prepare or direct preparation of all food served.
- Follow standardized recipes and special diet orders.
- Plan food production to coordinate with meal serving hours so that quality, temperature and appearance of food is preserved.
- Determine amount and type of food and supplies required for daily menus
- See that supplies are obtained from storage areas in adequate time for meal production.
- Maintain assigned work station in a safe and sanitary condition.
- Maintain care and use of supplies, equipment.
- Perform regular inspection of food service areas for sanitation, order, safety, and proper performance of assigned duties.
- Handle food in a manner that is consistent with local health department guidelines.
- Maintain acceptable standards of personal hygiene and complies with department dress code.
- Responsible for removing all foods from the serving lines at the end of the meal period.
- Provide proper storage and handles raw or prepared foods properly.
- Follow safety regulations, report injuries or any unsafe conditions and work practices to supervisor.
- Attend in-service training and education sessions as assigned.

### REQUIREMENTS

- High school graduate preferred.
- Read, write and speak English, perform basic arithmetic, understand measurements, and follow written and oral instructions in English.
- Minimum one year experience as a cook in hotel, restaurant, hospital or similar institution preferred.
- Knowledge of kitchen equipment operations and maintenance.
- Knowledge of dietary procedures.
- Some knowledge of nutrition and diet required.
- Able to plan and organize work.
- Able to make independent decisions.
- Able to interpret instructions, recipes, specifications and standards.
- Patience, tact, cheerful disposition, and enthusiasm.
- Able to work with others.
- Food Handler's card required.
- Regular, predictable and reliable attendance.

**Physical Demands**

- Light to moderate physical effort.
- Stand, carry, bend, stretch, stoop intermittently.
- Pull and push.
- Lift weights up to 50 pounds.
- Able to taste and smell food to determine food quality and palatibility

**Working Conditions**

- Exposure to bloodborne pathogens: Level III.
- Working conditions involve noise, heat, changes in temperature, kitchen elements, odors, moisture, etc.
- Subject to falls, burns from equipment, odors.
- Subject to frequent interruptions.
- May be required to work additional hours as dictated by the work load and staffing. Must be willing to rotate coverage for evenings, weekends and holidays.

**Job Description Change**

Every effort has been made to make this job description as complete as possible. However, this job description may be changed without notice when in the best interest of Emerald Heights. When changes are necessary, a written addendum will be added to this job description.

**Statement of Understanding:**

I have read this job description and understand its contents. I also understand this job description is not intended to be and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or working conditions associated with my position.

I further understand that my employment is at will, and thereby understand that my employment may be terminated at will by Emerald Heights or myself with or without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date