

## **Cook**

Saint Francis Ministries, Inc. - Salina, KS

Providing appetizing, nutritionally wholesome meals of sufficient variety to satisfy the residents in a clean and safe environment.

Requirements:

Providing appetizing, nutritionally wholesome meals of sufficient variety to satisfy the residents in a clean and safe environment.

Prepares nutritionally sound meals of sufficient quantity to satisfy the client's appetites.

- Prepares menus as provided. Any changes or deviations must be made in consultation with the nutritionist.
- Makes necessary and useful notations in the production notebook such as whether the residents liked it/not, wouldn't eat it, amounts used, temperatures, etc.
- Consults weekly with the nutritionist concerning the ordering foods and other items necessary in the dietary department.
- Keeps an accurate daily inventory of the contents of the freezers. Keep the inventory handy on the freezer door.
- Completes all cleaning chores daily/weekly.
- Ensures all left-over foods are placed in the coolers/walk-in/freezers and that all are clearly marked as to the contents and the date of preparation and placement in the unit.
- Ensures that no food items, including leftovers are to be taken from the premises for personal use without the permission of the VP/Executive Director or the Program Director. Violation of this will bring immediate dismissal.
- Reports any unacceptable work behaviors, including profanities or infraction of the rules, to the Program Director.
- Ensures that the meals and the dining an enjoyable and pleasing experience.
- Capable of providing emergency transportation.
- Reports unusual incidents through appropriate Risk Management, clinical and safety channels.
- Implements SFCS policies and follows directives as required. Follows and adheres to all pertinent SFCS Standard Operating Procedures (SOP's), rules, personnel policies and procedures; related accreditation and licensure standards; and federal, state and local rules, statutes, regulations, and all term of the contract between SFCS and DCF.
- Ensures clients' rights are protected.

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