



Willamette Manor  
ASSISTED LIVING

**Job Description: Cook – PIC/ Person in Charge**

Reports To: Director of Food Services

**Essential Duties & Responsibilities**

- Handle and prepare food by OHA Food Sanitation Rules
- Prepare food that is palatable and appetizing in appearance
- Follow oral and written directions
- Follow written menus and recipes
- Understand and be able to prepare meals for special diets as directed
- Be responsible for avoiding food waste
- Assume responsibility for meeting meal schedules and maintaining a safe, steady work pace
- Assume responsibility as PIC during the shift.

**Policies & Procedures**

- Always follow Resident's Rights policies
- Follow Oregon Community-Based Care Annual Kitchen Inspection Standards
- Follow Oregon Health Authority - Division 150 Food Sanitation Rules
- Follow established performance standards and perform duties according to nursing service policies and procedures
- Be responsible for the proper care and use of kitchen equipment
- Assume accountability for data contained in the employee's handbook
- Observe infection control procedures
- Observe all facility safety policies and procedures
- Apron or Cook Smock, proper footwear is to be worn at appropriate times while performing duties
- PIC responsible for all kitchen wash, folding, and putting away laundry including aprons, Cook Smock, towels, mop, etc.
- Hair restrained by braid, bun, or hair net including facial hair restrained by the use of a beard net or mask.
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**Resident / Staff / Guest Services**

- Assist residents, and guests at their request and as you observe their needs.
- Identify special resident problems and notify resident care staff and/or R.N.
- Receive monies for guest charges including documentation services.
- Track staff meals, and notify staff of charges for additional meals
- Prepare food that is written on the House Menu, and Weekly Menu along with following portion control methods during meal services.

**Documentation**

- Document incidents and/or unusual problems according to established facility procedures (ask resident care staff for assistance if necessary)
- Document resident meal tracking, food waste, food temperature, refrigeration equipment, dishware equipment, sanitation equipment, and guest and staff meals.

**Other Duties**

- Come to work as scheduled and consistently demonstrate dependability and punctuality
- Fill out the timecard completely and timely
- Accept assigned duties in a cooperative manner
- Function with inside and outside environmental conditions
- Attend in-service training programs
- Assist new employees in following established facility policies and procedures
- Answer the telephone as needed using proper telephone etiquette
- Perform other related duties as directed by the Director of Food Services or the Administrator



**Education & Qualifications**

- Supportive of Willamette Manor's Mission Statement and Philosophy
- Knowledgeable in health care and food service practices
- High School Diploma or equivalent preferred
- Possess current Food Handler's Card (new hires will have thirty (30) days to obtain certification)
- Possess current CPR (including abdominal thrust) and First Aid certification for health care providers (new hires will have thirty (30) days to obtain certification)
- Able to make decisions independently
- Self-motivated
- Able to work with various chemicals
- Able to lift and move up to 40 lbs.
- Communicate effectively verbally and in writing in English
- Feel, hear, see, smell, balance, climb, squat, grasp, kneel, lift, pull, push, reach, bend, sit, stand, walk, stoop, and speak to adequately perform the functions of the job
- Reliable
- Possess good judgment
- Attentive to details
- Work well with and relate well to the elderly and disabled, resident families, public and facility staff
- Be flexible, receptive, and adaptive to change
- Plan, organize, implement, and follow through on duties and responsibilities

**Acknowledgment**

I have read the Evening Cook job description and fully understand the requirements of the position. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
Date

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Signature