

THE MYRON STRATTON HOME

Position Description

Position Title: Cook

Department: Dining Services Position Answers to: Executive Chef

Position Pay Range: \$18.14 – \$20.08 per hour

Position summary: Position involving preparation of all meal period items according to recipes and production charts. Follows established Myron Stratton procedures and guidelines, and food safety procedures. This position requires a commitment to providing our assisted-living, and residents a high level of food production, and caters to their specific dietary needs. All culinary positions at Myron Stratton are required to perform any duties necessary including: floor maintenance, dishwashing, trash removal, transportation of food product, serving food, and any other duty that management deems necessary. Teamwork is essential.

Primary Job Duties: Include the following.

| <i>Essential Functions</i> | % Time |
|--|--------|
| | |
| Prepping and pulling food items per production charts. | 30% |
| Cooking items using standardized recipes. | 30% |
| | |
| Properly use a variety of kitchen equipment and clean properly. | 10% |
| Assisting the culinary team with prep production as needed. May be given other tasks the team may require. | 5% |
| Washing dishes for any/all meal periods. | 5% |
| | |
| Follow sanitation policies and procedures. | 5% |
| Completing daily cleaning tasks. | 10% |
| Opening or Closing both kitchens. | 5% |

Duties and Tasks: Duties and tasks are simple to moderate and repetitive. Follows existing policies, practices and procedures. Must be able to follow recipes and production charts. Refers questions and problems to supervisor. Identifies and reports quality concerns. Complete other reasonable duties at the discretion of management.

Supervision Given and Received: Works under direct supervision most of the day with three hours being unsupervised. Follows detailed instructions and reports any deviation to supervisor or AM lead cook.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| QUALIFICATIONS | Required or Preferred |
|--|------------------------------|
| <i>EDUCATION</i> | |
| High School or General Education Degree (G.E.D.) | Preferred |
| <i>CERTIFICATES AND LICENSES</i> | |
| Food Handlers Card or Servsafe Certificate | Required |
| <i>WORK EXPERIENCE</i> | |
| Minimum 1 year culinary experience | Preferred |
| <i>SKILLS</i> | |
| Applies cooking skills and procedures appropriate for the position within assigned functional area. Must be able to read and understand recipes/production charts. | Required |
| Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to follow and comprehend recipes and production charts. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to residents and other employees of the organization. | Required |
| Ability to add, subtract, multiply, and divide in all units of measure; using whole numbers, common fractions and decimals. | Required |
| Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions in recipes and production charts. Ability to deal with problems involving a few concrete variables in standardized situations. | Required |

Work Environment: Must be able to work in an environment that may be hot and humid. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Work Environment | Rarely | Occasionally | Frequently |
|--------------------------------|--------|--------------|------------|
| Extreme cold | | X | |
| Extreme heat | | | X |
| Humidity/wet | | | X |
| Noise | | | X |
| Hazardous materials | | X | |
| Temperature changes | | X | |
| Atmospheric changes/conditions | X | | |
| Vibrations | | X | |

Physical Demands: Must be able to stand for eight hours and ability to lift over 50 LBS. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Physical Demand | Rarely | Occasionally | Frequently |
|----------------------------|--------|--------------|------------|
| Standing | | | X |
| Walking | | X | |
| Sitting | X | | |
| Lifting | | X | |
| Carrying | | X | |
| Pushing/Pulling | | X | |
| Climbing | | X | |
| Balancing | | X | |
| Stooping | | X | |
| Kneeling | | X | |
| Crouching | | X | |
| Crawling | X | | |
| Reaching | | X | |
| Handling | | X | |
| Grasping | | X | |
| Feeling | | X | |
| Talking | | | X |
| Hearing | | | X |
| Repetitive Motions | | | X |
| Eye/Hand/Foot Coordination | | X | |

The following *Competencies* are an integral part of the functions for this position:

| Competency | Description |
|-------------------------------|---|
| Communication | Willingly asks questions and seeks direction. |
| Collaboration | Works with others from other work areas. |
| Functional Knowledge | Understands and meets quality standards. |
| Managing Change and Influence | Supports new ideas and helps to implement them. |

The Myron Stratton Home is required to follow all CDPHE mandates required of Assisted Living Facilities operating under a State CDPHE license.

New hires must present proof of COVID-19 vaccination (fully vaccinated or up to date) at the time of job offer.

You will be asked to provide the following upon offer of employment:

1. Authorization to work in the United States
2. Authorization to request a Criminal Background report
3. Authorization to request a Colorado Adult Protective Services background report (in the case of position of direct resident care-such as nursing).
4. Authorization to request a Drug Screening report
5. Authorization to request a Driver's Motor Vehicle background report (in the case of a position that will be driving company/business vehicles).

If you are interested in this position, you may apply by doing one of the following:

- Submit your resume to myronstratton@myron.org
- Visit the Office at 555 Gold Pass Heights Colorado Springs CO 80906
- Visit the Home's website at www.myronstrattonhome.org