

## **ANNE GRADY CORPORATION**

JOB CLASSIFICATION: Cook  
DEPARTMENT: Dietary  
TITLE OF POSITION: Cook Dietary Aide  
IMMEDIATE SUPERVISOR: Food Services Manager  
NORMAL WORKING  
HOURS AND SCHEDULE: As Assigned

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS**

**KNOWLEDGE, SKILLS, AND ABILITIES:** 1) High school graduate or GED preferred; 2) Ability to understand, read, write and speak English; 3) Cooking experience in an institutional setting or restaurant setting preferred; 4) Ability to read recipes and prepare large quantities; 5) Knowledge of puree and special diets preferred; 6) Ability to be a team player and cooperate with other personnel; 7) Knowledge of how to operate a dish washing machine; 8) Ability to push, pull, bend, sit, stand, and stoop for extended periods of time; 9) Ability to lift 50 pounds.

### **POSITION RESPONSIBILITIES**

1. Takes temperatures of individual's food, freezer, refrigerator, and record temperatures.
2. Serves meals for individuals living at the Center and staff, and pack lunches for school and day programming.
3. labels and dates as food as required.
4. Assists with supplements, prepares, and serves salad and dessert cart, sets up trays, prepares shake cart and finger foods including vegetables, dishes up pudding, prunes, and juices.
5. Maintains a clean, orderly, and sanitary kitchen.
6. Assist with dishes when required.
7. Assists with organizing storage spaces, ensuring rotation of stock based on expiration dates.
8. Communicates in a cordial manner with individuals, employees, and visitors, with a customer service focused approach.
9. Opens and closes kitchen.
10. Adheres to all applicable regulations and standards pertaining to the dietary department.
11. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.

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**Page 2 of 2**

12. Exemplifies Corporation philosophy and follows all policies and procedures.

List of positions directly supervise.  
If more than eight, list totals only.

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Signature of Department Director

\_\_\_\_\_  
Date

Form Pr-105  
Revised: 10/19/08  
Revised 7/25/2023

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Signature of Employee