

## **Cook**

### **A. Job Description and Function**

1. Prepare good, nutritional meals for residents and employees as instructed by the Auxiliary Services Director. This includes serving, clean up and transporting food to Eagle Hall, Fahnländer Hall and Casey Hall as needed.
2. Bake items as instructed by the auxiliary director.
3. Prepare and distribute after school and evening snacks for residents.
4. Assist in the supervision of residents as they proceed through the meal line. Assist with supervision of residents during mealtime as determined by supervisor.
5. Supervise assigned resident workers – always offering positive feedback to them and continued use of risking connections model as needed.
6. At the end of the serving line mark meal attendance on resident and personnel meal census sheets.
7. Complete daily kitchen updates in log book by end of shift. Complete Weekly Staff/Resident Census sheet daily at end of service line. Log book found on staff office desk.
8. Complete Kitchen Daily Check Off Sheet.
9. Complete Breakfast and Lunch Book North Dakota School Nutrition Programs RCCI Production Record Book daily. Log Book found on staff office desk.
10. Maintain a clean and safe working and eating environment including cleaning the kitchen, dining room, preparation areas, oven, grill, stove hood, cooler and storage rooms.
11. Assist in cleaning of other areas as assigned by your supervisor. Assist in dietary or laundry areas upon request of Auxiliary Services Director.
12. Help compile list of needs for purchase and assist with ordering food and dietary supply items as directed by Auxiliary Services Director.
13. Personnel performs job duties on a timely basis.
14. Personnel demonstrates reliable decision-making. Knows when to seek supervision and consultation.

15. Personnel acts as a team member with other individuals and groups. Solicits and respects the opinions of others. Help others when needed.
16. Personnel has an excellent attendance record, reports to work on time, attend meetings as required.
17. Personnel contributes new ideas and suggestions. Is alert to better ways to carry out job duties.
18. Personnel facilitates and encourages positive interactions with others.
19. Personnel supports and demonstrates professional maturity.
20. Personnel is respectful and courteous to others.
21. Personnel acts as a role model in maximizing HOTR's goals and objective by setting the standard for peers and other employees.
22. Follow all Preventive Maintenance Required for your department's equipment.
23. Participate in a minimum of 20 hours of continuing education or in-service training annually.
24. Enforce and comply with policies and rules in Home On The Ranges Residential Living Manual and Policies and Procedures Manual. Enforce and comply with licensing standards, accreditation standards, clients' rights, and all other safety and rules of conduct.
25. Consistently demonstrates core trauma informed principles and practices in his/her interactions with staff and residents. This includes maintaining a position of interpersonal transparency and using a RICH (respect, information, connection, hope) format to address conflicts with co-workers and the youth served at HOTR.

**B. Decision Making Powers**

Responsible for making decisions on a daily basis for the wellbeing of Home On The Range, its residents and employees.

Decisions such as changing planned menus must be approved by the Auxiliary Services Director.

**C. Supervision**

Supervise residents assigned to the dietary area. Monitor and assist in supervision of residents during meal time.

**D. Work Conditions**

This position entails mostly working in the dietary area. May work out-of-doors for such things as picnics, outings and rodeo day.

<input type="checkbox"/> Clean your work area <input type="checkbox"/> Sweep and Mop your work area <input type="checkbox"/> Organize in Storage Area <input type="checkbox"/> Record Dishwasher Wash Temperature <input type="checkbox"/> Record Dishwasher Rinse Temperature <input type="checkbox"/> Drain Dishwasher and clean between meals and at end of day shift <input type="checkbox"/> <b>Important</b> – Turn dishwasher off and drain at the end of shift. Take out basket and rise. <input type="checkbox"/> Wipe and sanitize all Stainless Steele <input type="checkbox"/> Wipe cabinets off <input type="checkbox"/> Organize When Needed <input type="checkbox"/> Wipe off fingerprints from stainless steel <input type="checkbox"/> Wipe Carts off <input type="checkbox"/> Wipe Milk Cart off <input type="checkbox"/> Record Freezer Temperature <input type="checkbox"/> Record Refrigerator Temperature <input type="checkbox"/> Record 3-Refrigerator Temperature <input type="checkbox"/> Put away stock	<input type="checkbox"/> Fill Napkins <input type="checkbox"/> Night Trays – Eagle Hall <input type="checkbox"/> Night Trays – FH Hall <input type="checkbox"/> Night Trays – Tru <input type="checkbox"/> Write in Daily Log <input type="checkbox"/> Hood Fan & Lights Off <input type="checkbox"/> Clean hood vents monthly <input type="checkbox"/> <u>Count Knives</u> : start and end of each shift <input type="checkbox"/> Lock Knives in Drawer <input type="checkbox"/> Lock Bathroom Doors <input type="checkbox"/> Lock Main Door <input type="checkbox"/> <u>Lock all Kitchen doors</u> <input type="checkbox"/> Close & Lock Dish Room Window <input type="checkbox"/> Close & Lock Salad Bar Window <input type="checkbox"/> Close & Lock Mop Room <input type="checkbox"/> Write updates in daily log <input type="checkbox"/> Complete breakfast/lunch_production book <input type="checkbox"/> Complete staff/resident census sheets <input type="checkbox"/> Complete time card daily <input type="checkbox"/> Clean up after yourself
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Home On The Range accepts children of all races, creeds, and colors, and employs people without regard to their age, gender, national origin, color, race, creed, religion, physical or mental disability, sex, including pregnancy, marital status, status with regard to public assistance. As personnel of Home On The Range you are responsible to be sensitive to the cultural differences of the people you work with and the children and families we serve.

**E. Equipment Operations**

Must be able to effectively operate a slicer, stove, oven, deep fryer and other dietary equipment.

**F. Home On The Range's Mission Statement**

Under the guidance of the Catholic Church, provide a safe home for all youth who have

experienced physical or emotional trauma, where every act is done with love to help them discover the dignity of the human person and learn the skills to manage life's challenges.

**G. Confidentiality**

There is a moderate level of confidential matter with this position. All information regarding residents and employees must be treated confidentially.

**H. Accountability**

This position is directly accountable to the Auxiliary Services Director.

**I. Requirements**

1. Must be 21 years of age.
2. Must have a high school diploma.
3. Must possess interpersonal relationship skills.