

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, Fahnlander 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.

<ul style="list-style-type: none">___ Clean your work area___ Sweep and Mop your work area___ Organize in Storage Area___ Record Dishwasher Wash Temperature___ Record Dishwasher Rinse Temperature___ Drain Dishwasher and clean between meals and at end of day shift___ Important – Turn dishwasher off and drain at the end of shift. Take out basket and rise.___ Wipe and sanitize all Stainless Steele___ Wipe cabinets off___ Organize When Needed___ Wipe off fingerprints from stainless steel___ Wipe Carts off___ Wipe Milk Cart off___ Record Freezer Temperature___ Record Refrigerator Temperature___ Record 3-Refrigerator Temperature___ Put away stock	<ul style="list-style-type: none">___ Fill Napkins___ Night Trays – Eagle Hall___ Night Trays – FH Hall___ Night Trays – Tru___ Write in Daily Log___ Hood Fan & Lights Off___ Clean hood vents monthly___ <u>Count Knives</u> : start and end of each shift___ Lock Knives in Drawer___ Lock Bathroom Doors___ Lock Main Door___ <u>Lock all Kitchen doors</u>___ Close & Lock Dish Room Window___ Close & Lock Salad Bar Window___ Close & Lock Mop Room___ Write updates in daily log___ Complete breakfast/lunch_production book___ Complete staff/resident census sheets___ Complete time card daily___ 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.