

# Haines Assisted Living Cook Job Description

Reports To: Administrator

Employees of Haines Assisted Living are committed to excellence. Each individual in our community is recognized for their value, and plays a part in realizing the potential of others. We operate through *Consistency, Compassion, and Care*.

We Agree to: Be Dependable ♦ Assume the best ♦ Always be kind ♦ Do Our Best

Together we are responsible for promoting an Elder-directed relationship-based community, where all participants learn and grow together.

## ***Summary of Position:***

The Cook bears the responsibility of ensuring that home meals are prepared from scratch, and are nutritious, community-building experiences. Cooks ensure that residents enjoy meals that are designed to meet their health needs and personal preferences. Meal time is a fundamental human pleasure to be enjoyed and shared. The Cook accommodates individual tastes by engaging residents in the meal planning and preparation process as they are able and interested.

## ***Qualifications:***

### **Required**

- Experience in healthy cooking for large family or groups of at least 10.
- Current Food Worker Card (or obtain).
- Understanding of preparation of healthful, tasty meals.
- To have or have had a significant relationship with an elder, such as elder relatives, or a mentor.
- Love and respect of Elders.
- Common sense and appropriate life experience.
- Ability to communicate in a positive manner to others.
- Valid Alaska Driver's License and Clean Driving Record.
- Ability to read, Write, and Speak English.

### **Required Physical Ability**

- Able to bend and lift.
- Able to stay on feet and remain active through entire shift
- 50lb lifting requirement.

### **Preferred**

- Education or experience in the field of aging.
- Degree from Culinary Arts Institute or equivalent experience.

## Major Responsibilities

- Primary greeter of the household.
  - The Cook is often the most visible in the common area and may be in a position to greet visitors as they enter the building and residents as they enter the common areas.
  - Establish and maintain a welcoming atmosphere for all residents, visitors and employees.
  - Engage Residents, especially in the kitchen area.
  - Encourage visitors to be involved in the household.
- Preparation and oversight of household meals
  - Routinely prepare meals from scratch.
  - Preparation or facilitation of preparation for the 2 main meals of the day.
  - Create and post two-week menus with input from household.
  - Understand and cook for each individual's dietary need and preference.
  - Keep groceries within budget
- Kitchen Management
  - Responsibility over food budget and shopping.
  - Facilitate supplies/groceries getting to HAL and appropriate storage.
  - Maintain the cleanliness and good repair of the kitchen.
- Resident support
  - Maintain portions, and record incidents when resident dietary needs and/or intake changes.
  - Ensure residents drink at least 8 oz of water per day.
  - General attention to residents in the common area.
  - Comfort calls to residents as needed/available.
- Be a part of the household
  - Have fun with and enjoy spending quality time with the residents.
  - Maintain positive social interaction with all residents in the household.
  - Engage residents in daily operations of the household.
  - Actively seek and incorporate resident opinion.
  - Build friendships with residents and community members.

### Pay:

The Cook is paid \$20.00/hour and receives up to 10 days of paid personal leave per year.