



Winnebago County

*The Wave of the Future*

**JOB POSTING  
PROJECT POSITION**

**POSITION TITLE:** Cook  
**LOCATION:** Park View Health Center  
**HIRING RANGE:** \$15.83/Hr.  
**STATUS:** FT  
**HOURS PER WEEK:** 40  
**WORK HOURS:** 5:30 am – 1:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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**WINNEBAGO COUNTY  
POSITION DESCRIPTION**

*September 2017*

**POSITION TITLE:** Cook  
**DEPARTMENT:** Park View Health Center – Food and Nutrition Services  
**PAY BASIS:** Hourly

**PURPOSE AND SUMMARY:**

Responsible for the preparation of resident food and for maintaining a clean, safe environment in the food service area.

**ESSENTIAL FUNCTIONS:**

1. Reviews production guides, menus, and recipes to determine type and quantity of foods to be prepared so that foods are ready when needed; follows standardized recipes to ensure food is prepared with methods that conserve nutritive value. Utilizes proper measuring and portioning techniques.
2. Bakes, cooks, roasts and steams meats, fish, vegetables, cakes, desserts, and other foods. Processes food as needed for texture modified diets. Uses, cleans, and cares for a variety of kitchen utensils and equipment such as a blender, chopper, steamer, slicer convection ovens, blast chiller, etc.

3. Follows FDA Food Code Guidelines for safe food handling. Documents critical temperatures, maintains a sanitary work environment, and refrigerates foods in a timely fashion with proper labeling and dating. Rotates food and supplies using first-in/first-out principles.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Assures food prepared is visually attractive.
2. Reports repairs and maintenance needs to supervisor.
3. Dresses in accordance with established uniform policy; learns and follows Park View policies and procedures.
4. Exercises good judgment and initiative in assignments and standards of operation.
5. Observes all established safety procedures; takes note of potentially hazardous situations, such as slippery floors, hot surfaces, or sharp knives in dishwater and takes preventive action.
6. Stores food in designated areas in appropriate containers with proper date marking
7. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Food Service Supervisor.
2. Works with other Cooks, Food Service Assistants, Clinical Dietitian, Food and Nutrition Services Manager, and Park View staff and residents.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High School graduation or equivalent preferred.
2. Training in quantity food production, sanitation principles and safety techniques, or one year previous food service/quantity cooking experience desired.
3. Obtain ServSafe certification within 6 months of hire.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to read and follow standardized recipes, make calculations, and to follow written and oral directions.
2. Knowledge of therapeutic and texture modified diets desirable.
3. Ability to comprehend and correctly make substitutions for foods or diet items.
4. Ability to hold all resident, facility and department information in confidence.
5. Ability and willingness to accept the responsibility to immediately report any observation or knowledge of alleged mistreatment, abuse or neglect of a resident and/or misappropriation of resident's property.
6. Ability and willingness to work in a cooperative harmonious manner with others and to accept direction and supervision in a constructive manner.

#### **PHYSICAL REQUIREMENTS:**

1. Ability to stand or move for most of scheduled shift; ability to stoop, reach, climb bend and lift a minimum of 50 to 75 pounds; knowledge of body techniques and correct lifting techniques.
2. Ability to tolerate temperature changes, including working in areas with operating ovens and steamers, and going in and out of refrigerators and freezers.
3. Ability to operate equipment such as a blender, chopper, steamer, slicer convection ovens, blast chiller.
4. Computer skills including familiarity with Microsoft Office applications and ability to learn and use facility specific diet and temperature monitoring software.