



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: **Lead Cook**

LOCATION: Park View Health Center

HIRING RANGE: \$23.10-\$25.67/Hr.

STATUS: Full time

HOURS PER WEEK: 7:00 am – 3:00 pm

WORK HOURS: 40

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](#).

WINNEBAGO COUNTY POSITION DESCRIPTION January 2022

POSITION TITLE: **Lead Cook**

DEPARTMENT: Park View Health Center – Food and Nutrition Services

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Oversees meal production, service and delivery. Assists Food and Nutrition Services Manager with employee orientation, training, performance evaluations, scheduling, and assignments of tasks. Performs nutrition screening and routine assessments, and provides basic nutrition care under the direction of the Clinical Dietitian.

ESSENTIAL FUNCTIONS:

1. Directs and oversees the preparation and service of food. Assures compliance with department policies and procedures pertaining to food production, service, sanitation,

safety and security. Ensures that food is handled and served under sanitary conditions and that kitchen areas are clean. Ensures that food for residents and catered events is nutritional, attractive, and accurately served in a timely manner, and at safe temperatures.

2. Routinely completes comprehensive nutritional assessments, care plans, and progress notes relating to the nutritional care of residents. Accurately prepares resident Minimum Data Set assessments for nutrition-related care of residents. Implements resident nutrition care plans. Participates as a member of the interdisciplinary team and attends care plan meetings as assigned.
3. Monitors workload distribution, workflow, work processes, and ordering. Provides clear and appropriate direction to employees. Provides training and coaching to cooks. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Provides appropriate employee feedback to the Food and Nutrition Services Manager and participates in employee evaluations as directed.

ADDITIONAL ESSENTIAL DUTIES:

1. Participates in making changes to employee job assignments as the needs of the department change and as the availability of the work force changes.
2. Supervises catering services; schedules staff, coordinates ordering goods and supplies, oversees event set-up and clean up.
3. Enforces personnel rules as established by the department, and by PVHC administration. Coordinates with the Food and Nutrition Services Manager and Human Resources department on employee discipline situations.
4. Assists in preparing work, vacation, and in-service schedules for food service employees, in conjunction with the Lead Food Service Assistant and Food and Nutrition Services Manager, to ensure sufficient staffing is met.
5. Provides employee feedback to the Food and Nutrition Services Manager and participates in interviews of new candidates and evaluations as directed.
6. Monitors meal service for accuracy and adherence to dietary orders.
7. Ensures compliance with federal, state and local regulations of skilled nursing facilities within the Food and Nutrition Services Department.
8. Responsible for the management of the department, in conjunction with the Lead Food Service Assistant, in the absence of the Food and Nutrition Services Manager. Responsible for the clinical needs of all residents in the absence of the Clinical Dietitian, and assists Clinical Dietitian in completion of MDS assessments when needed.
9. Participates in and/or develops quality assurance procedures pertaining to resident food service.
10. Implements residents' nutrition care plans. Participates as a member of the interdisciplinary team and attends care conferences as assigned.
11. Ensure residents maintain their highest optimum nutritional status as supported by Quality Indicator reports.
12. Ensures accuracy of diet orders and therapeutic diets. Ensures adequacy of nutrition-related documentation to support clinical decisions and to satisfy state and federal regulatory requirements.
13. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Food and Nutrition Services Manager.
2. Provides oversight and direction to Cooks.
3. Works with Clinical Dietitian, Food Service staff, all members of the interdisciplinary team, Park View staff and residents and their families.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Certified Dietary Manager, NDTR, or graduation from an accredited college or technical school with a degree in Dietetics, Foodservice Supervision, or a related field.
2. Experience in food service supervision and clinical dietetics, preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the principles and procedures of food management and nutrition, and the ability to implement them.
2. Thorough knowledge of nutritional science, counseling, adult education and multi-disciplinary patient care planning.
3. Ability to work effectively and deal tactfully with co-workers, skilled nursing care residents, and their families.
4. Ability to supervise, direct, evaluate, and secure cooperation of employees to maintain an efficient food service operation.
5. Ability to exercise independent judgment in assigning tasks, delegating responsibility, resolving nutrition care and operational problems, and responding to employee concerns.
6. Ability to prioritize job duties and responsibilities.
7. Ability to communicate effectively both orally and in writing.
8. Knowledge of state, federal and local regulations applicable to food and nutrition.
9. Ability to follow the code of ethics and standards of practice consistent with the profession of dietetics.
10. Ability to work varied work schedules and weekends, as necessary.
11. Computer skills including familiarity with Microsoft Office applications and ability to learn and use facility specific diet office and medical records software.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office and health care food service setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to move throughout the facility.