

CHEF/CULINARY DIRECTOR

Job Description

Purpose of Job Position

The primary purpose of your job position is to provide the residents with nutritional services in accordance with our established procedures and as may be directed by the Executive Director.

Delegation of Authority

As the Chef/Culinary Director, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

MAJOR DUTIES & RESPONSIBILITIES

Administrative Functions

- Estimates food consumption and purchases foodstuffs and supplies within established budget
- Receives and examines foodstuffs and supplies to ensure quality and quantity meet established standards and specifications
- Inventories stock to ensure adequate supplies
- Maintains emergency food supply in accordance with Disaster Plan
- Maintains accurate cooler and freezer temperatures in accordance with rules and regulations
- Maintains accurate listing of menus prepared daily and ensures any changes are posted at least 24 hours in advance

Admission, Transfer, and Discharge Functions

- Participate in welcoming new residents.
- Review new resident likes, dislikes, and physician ordered dietary needs

Personnel Functions

- Follow work assignments, and/or work schedules in completing and performing your assigned tasks.
- Perform all assigned tasks in accordance with our established policies and procedures
- Screen applicants and make recommendation to Executive Director for all culinary staff positions
- Coordinate adequate food service training for all department employees
- Supervise kitchen staff to ensure compliance with all rules and regulations
- Establish work schedule and ensure all shifts are covered
- Cooperate with activities, resident assistant, and housekeeping staff to assure that services are adequately maintained to meet the needs of the residents.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the workplace.
- Meet with the Executive Director on a regularly scheduled basis to assist in identifying and correcting problem areas, and/or the improvement of services.

Special Care Functions

- Ensure all physician orders related to diet and nutrition are followed.
- Observe and report any changes in resident condition (including appetite and eating habits)

Food Service Functions

- Plan, prepare, and serve nutritious meals and snacks to residents.
- Supervise personnel engaged in preparing, cooking, and serving foods.
- Cooks or otherwise prepares food according to recipe
- Cuts, trims, and bones meats and poultry for cooking
- Bakes bread, rolls, cakes and pastries
- Portions cooked foods, or gives instructions to workers as to size of portions and methods of garnishing
- Carves meats, portions food on plates, adds gravies and sauces, and garnishes servings
- Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, steamers or other food service equipment
- Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment such as blenders, mixers, grinders, slicers,

and tenderizers, to prepare soups, salads, gravies, desserts, sauces, and casseroles.

- Bakes, roasts, broils, and steams meats, fish, vegetables and other foods
- Add seasoning to foods during mixing or cooking, according to personal judgment and experience
- Observes and tests foods being cooked by tasting, smelling, and piercing with fork to determine that it is cooked.

Staff Development

- Attend and participate in scheduled training and educational classes.
- Attend and participate in scheduled orientation programs and activities.
- Provide departmental training to kitchen staff regarding sanitation, safety, and food preparation.

Safety & Sanitation

- Keep floors dry. Clean-up spills immediately.
- Keep excess supplies and equipment off the floor and properly stored.
- Follow established smoking regulations. Report all violations.
- Report all hazardous conditions and equipment to the supervisor immediately.
- Follow established safety precautions in performance of all duties.
- Report all safety violations.
- Before leaving work area for breaks or at the end of the work day, store all equipment and supplies.
- Wash hands before and after performing any service for the residents.
- Clean, disinfect, and return all food preparation equipment to its designated storage area after each use.
- Report any communicable or infectious disease that you contract to the Executive Director immediately.

Equipment & Supply Functions

- Use only the equipment you have been trained to use.
- Operate all equipment in a safe manner.
- Use only the equipment and supplies necessary to do the job. Do not be wasteful.
- Report defective equipment to the Executive Director.
- Inform the Executive Director of your equipment and supply needs.

Resident Rights

- Maintain the confidentiality of all resident information.
- Ensure that you treat all residents fairly and with kindness, dignity, and respect.
- Ensure that all care is provided in privacy.
- Knock before entering and the residents' suites.
- Report all grievances and complaints made by residents to the Executive Director.

Working Conditions

- Works in kitchen and dining rooms
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, families, visitors, etc. under all conditions and circumstances.
- Communicates with other personnel.
- Works beyond normal working hours, on weekends and holidays, when necessary.
- In the event of inclement weather or emergency situations, to be deemed by the Home Office, the CD may be asked to remain at the community overnight and will be expected to comply.
- Attends and participates in continuing education programs.

Specific Requirements

- Must possess training and work experience in culinary field
- Must possess the ability to make independent decisions when circumstances warrant such actions.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, and the general public.
- Must possess (or be willing to obtain) CPR and First Aid certification.
- Must possess the ability and willingness to work harmoniously with professional and non-professional personnel.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents, and/or situations.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing service practices.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices)

- Must be able to move intermittently throughout the working day.
- Must be able to read, speak, and write the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.
- Must be in good general health and demonstrate emotional stability.
- Must be able to relate to and work with the elderly, emotionally upset, and, at times, hostile people.
- Must be able to lift, push, pull and move a minimum of 50 pounds.
- Must be able to assist in the evacuation of residents.

EMPLOYEE CERTIFICATION

I have read and understand the Job Description for the Chef/Culinary Director position and believe I am capable of completing all job requirements and assignments. If, at any time, I am unable to fulfill these job responsibilities, I understand I must contact the Executive Director immediately.

Signature

Date

Georgia Living Management, Inc.