

Sensations- Culinary Services Associate Job Summary

<b>Job Title:</b>	<b>Culinary Services Associate</b>		
<b>Department/Group:</b>	Resident Services		
<b>Level/Salary Range:</b>	\$10.00-12.00 per hour		
<b>Position Type:</b>	Part Time		
<b>HR Contact:</b>	Rebecca Long/ Therese Fulgam		

<b>Applications Accepted By:</b>	
Ph: (517) 543-8101 Fax: (517)213-4010 Website: <a href="http://www.sensationsmemorycare.com">www.sensationsmemorycare.com</a> Subject Line: Part time Activity Services Associate <b>Attention:</b> Rebecca Long/Therese Fulgham	Mailing Address: Rebecca Long/Therese Fulgham Sensations Memory Care Residence 511 E Shepherd St Charlotte, MI 48813

**Job Description**

**Purpose:**

The overall purpose of the Culinary Services Associate position is to provide assistance in the preparation and delivery of culinary services. To perform or cause to be performed any and all tasks assigned or requested by the Culinary Services Coordinator or the Administrator, including (however not limited to), preparation and serving of food, set up tables and/or trays, deliver meal carts to dining rooms, pickup meal carts from dining room, wash tableware and cooking utensils and perform general cleaning tasks.

In the absence of the Coordinator the Culinary Services Associate will direct, organize, and perform tasks as directed to do so in the overall operation of the Culinary Department in accordance with current federal, state and local standards, guidelines and regulations governing Sensations, and to assure that quality nutritional services are provided on a daily basis and that the dietary department is maintained in a clean, safe, and sanitary manner.

**Duties:**

- Handle emergencies as they occur.
- Performs various food preparation tasks and assists in apportioning servings.
- Prepares and serves beverages per menu/recipe.
- Plates meals in an attractive and appealing manner with garnishes.
- Prepare and/or deliver nourishments/supplements identified with resident name, room number, date upon appropriate orders.
- Fills out reports for temperature of food and equipment.
- Fills out reports for census.
- Posts week at a glance menu's and notes substitutions and modifications when/if any are made.
- Files reports and menus' with the Culinary Coordinator.
- Wash, sanitize and store all dishes, utensils, and cooking equipment.
- Organize and maintain pantries located adjacent to dining rooms.
- Keep supplies of dishes, utensils, non-perishable food items, snacks, in assigned storage units located in the pantries located adjacent to dining rooms and in kitchen area.
- Follow proper procedures for removal of trash and garbage.
- Cleans, as assigned, beverage dispensers according to manufacturer's instructions.
- Performs assigned, miscellaneous cleaning tasks according to established schedules.

- Assist in maintaining dry storage areas, refrigerators and freezers by logging inventory use, pack (unpack) and store food in appropriate area. Date and rotate food and non-food items.
- Identifies and corrects safety hazards.
- Deliver soiled linen to laundry.
- Assures that sanitation and quality standards are met.

**Working Conditions:** (Must be able to work in these conditions with or without the Aid of mechanical devices)

- Works in office areas as well as throughout the culinary department areas (ie, dining rooms, resident rooms, activity rooms, etc.)
- Sits, stands, bends, lifts push, pull and moves in excess of 50 pounds intermittently during working hours.
- Subject to frequent interruptions, emotional and mental stress.
- Involved with residents, personnel, visitors, governmental agencies, under all conditions and circumstances.
- Subject to elderly, disabled, ill, and at times hostile and emotionally upset residents, family members, etc.
- Communicates with all department head coordinators and Administrative staff.
- Works beyond normal duty hours, on weekends and in other positions temporarily when necessary.
- Attends and participates in continuing education programs.
- Subject to falls, burns from equipment, odors, etc throughout the day.
- May be exposed to infectious waste, diseases, conditions etc, including hepatitis B viruses.

**Education:**

- Must possess as a minimum, a high school diploma.
- Training in sanitation and emergency procedures.

**Experience:**

- Experience preparing food according to recipes, dietetic guidelines, special diets.
- Training in Sanitation and Infection Control Policies and Procedures.
- Experience in following recipes according to the menus, food management and cost control.

**Specific Requirements:**

- Must be able to read, write, speak and understand the English Language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, family, visitors, residents, governmental agencies and the general public.
- Must be a minimum of 18 years of age.
- Must maintain the care and use of supplies, equipment, etc. and maintain the appearance of the culinary service areas, must perform regular inspections of the areas for sanitation, order, safety and proper performance of assigned duties.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level they are currently functioning at.
- Must be able to relate information concerning a resident's condition.
- Must be able to assist in the evacuation of residents.
- Must possess willingness to work harmoniously as a team with professional and non-professional personnel.
- Must have ability to implement and interpret the programs, goals, objectives, policies, procedures etc. of the culinary services department.
- Must be able to read and interpret administrative documents and data.
- Must be able to relate information concerning a resident's condition.

**Acknowledgment:**

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I have read this position description and fully understand the requirements as set forth therein. I hereby accept the position of the Culinary Services Associate and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at will and thereby understand that my employment can be terminated at will by Sensations or myself and that such termination can be made with or without notice.

\_\_\_\_\_  
Date Signature Of Culinary Services Associate

\_\_\_\_\_  
Date Signature Of Administrator or designee

**Oral Review**

I certify that this Position Description was orally reviewed with me by \_\_\_\_\_

On \_\_\_\_\_, 20\_\_.

Signature of Culinary Services Associate \_\_\_\_\_

**Risk Exposure Categories:**

- 1- Tasks may involve exposure to blood/body fluids.
- 2- Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3- Tasks do not involve any risk of exposure to blood/body fluids.

Position Risk Category= 3

**Hepatitis B**

The hepatitis B virus infects the liver and can lead to liver failure, cancer and death. The hepatitis B virus is 100 times more contagious than HIV which causes AIDS. Hepatitis B is spread through blood and other bodily fluids.

**Symptoms:**

The infection may not cause you to feel sick. You can carry the virus without knowing it and infect others. Some symptoms are like the flu making you lose your appetite, feel exhausted, have stomach cramps and throw up. If you are more seriously affected, your eyes and skin may turn yellow with jaundice and you may require hospitalization.

Hepatitis B is found in blood and body fluids. It can be spread by sexual contact, from mother to infant during birth and by tattooing or body piercing with unsterile equipment. Once caught, it has no cure. There is however, prevention in the form of the hepatitis B vaccine. This is a series of three injections over a three month period. If you request to be vaccinated, you will be sent to the Health Department. All injections must be given in order for the vaccine to be effective. The vaccination is costly so it is imperative that you complete the series once beginning.

I have read the information regarding Hepatitis B and by signing below I am signifying that I have already received the vaccination.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_