

## **GREENLEAF ASSISTED LIVING JOB DESCRIPTION**

TITLE: Cook

### MINIMUM QUALIFICATIONS:

Must be self-motivated, responsible and able to assist with both resident and facility needs by preparing meals of the highest quality in accordance with the standards set by Greenleaf Assisted Living as well as State and Federal Regulations. Maintain a positive, respectful and caring attitude toward residents and resident's families at all times. Have good verbal and written communication skills, be capable of using good judgment and assure that Greenleaf Assisted Living will provide a safe, comfortable and secure living environment for residents.

Greenleaf Assisted Living is staff 24 hours per day, 365 days per year, so staff will be scheduled to work every other weekend and holidays.

RESPONSIBILITIES INCLUDE (but are not limited to) the following:

- Prepare breakfasts as requested by residents
- Prepare noon and evening meals per menu plan
- Prepare meals in accordance with menu specifications, i.e. low salt, sugar free diets
- Prepare morning and afternoon coffee/snacks & additional snack items for meetings
- Do dishes after meals, keep kitchen clean and orderly
- Make out weekly grocery list (head cook)
- Keep refrigerator and freezer clean and orderly
- Attend monthly staff meetings/in-services
- Attend instructional seminars/courses as needed
- Pass medications if UAP certified
- Other duties as assigned by the Administrator or Assistant Administrator

NOTE: Greenleaf Assisted Living Center recognizes that South Dakota is an employment at-will state and maintains the employment at-will status of all employees.

---

**Staff Signature**

---

**Date**