

# **Pine Valley Community Village**

## **Position Description**

**Position Title:** Lead Cook

**Reports to:** Food Service Supervisor

**Pay Grade:** D

**Date:** 5/29/18

**Hours Per Week:** 37.75

**FLSA Status:** Non-exempt

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### **Purpose of Position**

The purpose of this position is to assist with planning, supervising and performing dietary services at Pine Valley Healthcare & Rehabilitation Center. Manage physical kitchen compliance and food preparation.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Cooks minimum of 3 days each week or has special cooking function (activity).
- Prepare schedule for Food Service employees including coverage for vacation, training days and illnesses.
- Plans and assigns work to FS employees. Monitors food preparation and cleanup. Works with food service workers to plan use of leftovers and oversupply items.
- Compliance with sanitation, temps recorded, food rotation, etc.
- Monitors food and supply inventories, stocks storeroom, freezer and coolers and disaster inventory and ensures overall kitchen.
- Orders food and supplies to meet menu needs. Prepares purchase orders and receiving forms as needed. Evaluates deliveries to assure the quality delivered meets our needs and quality ordered. Receives deliveries into inventory. Meets with food/sales reps. Attends food shows, in-services and trainings.
- Assist with taking yearly inventory and completes extension of prices.
- Assist in new employee orientation and training. Evaluates for the need for additional training for new FS employees.
- Provides/assist with evaluation of employee performance. Makes recommendation of methods to simplify work. Provides feedback to FSS of problem areas in department with suggested interventions.
- Participates in Quality Assurance Program for the department by assisting with developing, implementing and evaluation of projects.
- Develops seasonal menus (daily and weekly), diet extensions, planning, assembling recipe book to match menu. Post weekly menu for resident and staff use and give to individual residents as needed.
- Assist with preparation of dietary department policies and procedures.

- Prepares daily, weekly and monthly checklists and cleaning schedules. Posts in designated areas. Collects them at the end of the month and prepares audits.
- Maintains knowledge of current food preparation and food safety techniques.
- Able to fill in for the FSS in their absences.
- Completes as delegated by FSS.
- Prepares, posts and maintains food cool down temperature logs.
- Meets with RD during RD visit/consult.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

One to two years food preparation experience preferably in an institutional setting, ServSafe Certificate, or any combination of education and experience that provides equivalent knowledge skills and abilities.

#### **Physical and Mental Abilities Required to Perform Essential Job Functions**

##### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to provide first line supervision. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements, recipes, technical operating manuals, procedures, state health and safety guidelines, non-routine correspondence and laws.
- Ability to communicate with nursing home professional, clerical and maintenance personnel, state regulatory personnel, residents, resident's families, dietitians, physician and subordinates.

##### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; with the ability to apply computer formulas.

##### **Judgment and Situational Reasoning**

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

##### **Physical Requirements**

- Ability to grasp and place objects, operate telephone computer, keyboard, photocopier, fax, calculator, etc.
- Ability to exert light physical effort in sedentary to light work involving, lifting, carrying, pushing and pulling, Ability to handle, finger and feel.
- Ability to recognize and identify individual characteristics of forms associated with objects, materials and ingredients.

### Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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A Resolution Eliminating An Existing Position And Creating A New Position At Pine Valley Community Village.

WHEREAS it is necessary from time to time for the County Board to make amendments to positions in order to meet the ever-changing needs of County government, and

WHEREAS it has been proposed that the vacant Assistant Food Service Supervisor position at Pine Valley be eliminated and replaced with a new position entitled Pine Valley Lead Cook, and

WHEREAS the Finance and Personnel Committee has carefully considered this proposal from the Board of Trustees of Pine Valley and the Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BY IT RESOLVED by the Richland County Board of Supervisors that the vacant position of Assistant Food Service Supervisor at Grade E in Pine Valley's wage scale is eliminated and a new position of Pine Valley ~~Lead Cook~~ **is created**, and

BE IT FURTHER RESOLVED that the Pine Valley **Lead Cook** position shall be at Grade D in Pine Valley's wage scale (probationary hourly rate at Step 2: \$14.29 per hour; after-probation hourly rate at Step 3: \$14.62 per hour), and

BE IT FURTHER RESOLVED that approval is hereby given for the position description for the Pine Valley Lead Cook position which is on file in the County Clerk's office, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES	NOES
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RESOLUTION Adopted

Victor V. Black  
COUNTY CLERK

DATED June 19, 2018

RESOLUTION OFFERED BY THE FINANCE AND  
PERSONNEL COMMITTEE

FOR AGAINST

	FOR	AGAINST
<del>Harry</del>	✓	
<del>Paul</del>	✓	
<del>Leanne</del>		
Sharon	✓	
BE Margaret		x
Larry	✓	
David		x

STATE OF WISCONSIN)  
COUNTY OF RICHLAND)SS

I, Victor V. Vlasak, County Clerk in and for the County of Richland, do hereby certify that the above resolution is a true copy of the original adopted by the Richland County Board of Supervisors at the June meeting held on the 19th day of June, 2018.

Victor V. Vlasak  
Richland County Clerk