Orange City Area Health System

# Available Position Description

**Position:** Nursing Home Cook Assistant - LTC

**Description:** The LTC Cook Assistant sets up the dining room, assists in serving residents and guests of the nursing home, and is involved in clean up. As Cook Assistant, he/she has responsibility for washing pots and pans, operating the dish machine, doing assigned cleaning and mopping as needed. He/she puts away dishes, stocks items, and helps in the dining room. He/she sets up, delivers, and cleans up for special dining events.

**Number of Hours:** Casual – 3-6 hours/week

**Schedule:** 4-7 pm; 1-2 shifts/week plus every third weekend and holiday. The PM cook assistant may be trained to the morning shift at some point and may be scheduled for that shift from time to time (when school is not in session in the case of a student). S/he may be asked to fill in for co-workers during their vacations and may pick up extra shifts if they wish.

**Educational Requirements**: He/she must take a self-study sanitation course provided through the dietary department. There is an annual education course which must be done as well.

**Other:** The applicant must have good interpersonal skills, be willing to fill in as needed and be a team player. He/she must be well organized and able to follow directions. Dietary experience a plus.

**Replacement:** X **New:**

**Date:** 1/30/12

Position Filled:
Employee (s): _____ Date: _____