Orange City Area Health System
Sanford

Available Position Description

Position: Nursing Home Cook Assistant – Heritage House

Description: The Heritage House Cook Assistant sets up the dining room, serves 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: Part time: 21 – 28 hours/week

Schedule: 3 shifts one week and 4 shifts the next week of a pay period. 12 pm – 7:30 pm including every other weekend and holiday. He/she will be cross-trained to the morning shift (6 am – 1 pm) and may be scheduled for that shift from time to time. S/he may be asked to fill in for co-workers during their vacations and may pick up extra shifts if desired.

Educational Requirements: High school diploma desired. He/she must take a sanitation course provided through the dietary department.

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: 3/8/10

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