

DAYSPRING JOB POSTING – January 25, 2021

DEPARTMENT: Dayspring Assisted Living & Care Facility, the Richland County Home

POSITION: Cook Substitute – PRN

Flexible Hours – Hours may vary from 6 am to 6 pm in the Kitchen **Work when our needs meet your availability**

COMPENSATION: \$9.70/hour base rate
plus \$1.00/hour for weekend hours
Part-time employees receive accrued paid Sick Leave, Holiday Pay, Uniform Allowance and Complimentary Meals.

SUMMARY: Substitute Cook will be scheduled when kitchen employees are not available to work their designated shift (e.g., call-offs and vacations) Breakfast/Lunch shift covers 6am to 2pm and Lunch/Dinner shift covers 10am to 6pm. Job description provides additional details (see attached).

JOB REQUIREMENTS: Applicants must be 18 years of age, possess a High School diploma (or GED) as well as a valid Ohio Driver's License or State ID. Must become CPR/AED and First Aid certified if hired. Must successfully complete a background check. Two years of experience as a Cook in a professional setting is preferred but not required.

EMPLOYMENT APPLICATION REQUIRED

Résumé may be submitted in addition to – *but not in place of* – application.

Applications may be obtained from and returned to:

3220 Olivesburg Road

419-774-5894

Mansfield, OH 44903



You may also download and print it from the Richland County Website:

www.richlandcountyoh.gov/document_center/Department/Central%20Services/Job%20Posting/Form_Application2012_Revised.pdf

APPLICATION DEADLINE: Applications will be accepted until position is filled

ABOUT DAYSPRING: A non-profit residential facility for economically disadvantaged citizens of Richland County, Dayspring is located on 226 acres, six miles north of Mansfield, Ohio. Many of its residents have some type of disability that prevents them from living independently. The facility has been providing care in Richland County for 175 years. The staff is dedicated to preserving the historic tradition of providing residents with an affordable living environment where their quality of life can be maintained in a secure and dignified manner.

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and such bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability or other non-job related criteria.

RICHLAND COUNTY

Position Title: Cook

Immediate Supervisor: Food Service Manager

Department: Dayspring

General Description of Duties

Under direct and general supervision works in the food service area preparing meals/ providing for the nutritional needs of the residents. Keeps the food operation areas clean/organized and functioning optimally.

Specific Duties and Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Food Preparation

- Prepares all foods and meals by following recipes and work orders previously prepared. This includes but not necessarily in complete entirety: coffee, toast, juice, main entrees, side dishes and desserts.
- Prepares snacks and special foods for residents to be served at specified times or as needed
- Follows guidelines recommended by consulting dietician or established program requirements being followed by the agency so that meals meet the nutritional requirements
- Follows all sanitary and hygienic standards
- Prepares/serves/cooks/stores food according to standards/policies of the department and Health Department Guidelines
- Serves residents' meals within the schedule times and serves food in a respectful pleasant manner
- Follows assignments/recipes for food preparation and duties to assure continual service in the dietary department
- Understands the need to use food economically and prepares foods in a timely manner.
- Prepares steam tables for serving
- Prepares snacks for residents to be served two times per day
- Keeps kitchen and serving areas clean including; sweeping and mopping of floors, keeping shelves, storage cupboards clean and sanitized, uses dishwasher and three-compartment sink to wash dishes, pots and pans and all cooking and serving dishes, removes trash to the dumpster, sweeps and mops floors and serving areas, keeps food storage areas clean
- Prepares snacks and lunches for residents leaving the building
- Assists with the agency's catering and group events

Food Service Operations

- Keeps kitchen and serving areas clean including: sweeping and mopping of floors, keeping shelves, storage cupboards, coolers, freezers clean and sanitized
- Removes trash to the dumpster
- Sweeps and mops all serving areas

- Uses dishwasher and three-compartment sink to wash dishes, pots and pans and all serving dishes.
- May assist with the ordering of food and supply purchases in the dietary department
- Assists with the storage of foods and supplies being sure items are rotated on a scheduled basis and used per guidelines
- Observes for equipment problems in the kitchen or dining room and reports to the supervisor or Administration. Follows instructions for calling for repairs or service.
- Works with volunteers such as residents, vocational students and their instructors in a friendly and positive manner to maintain guidelines and policies of the department so they have a beneficial and safe experience.
- Follows consulting dietician's recommended changes
- Attends monthly meeting with the dietician/dietary personnel
- Receives and records orders and supplies and assists with placing in stock areas
- Keeps the kitchen, coolers, freezer, supply cages and storage rooms clean, organized and in optimal working order

Record Maintenance

- Records and documents temperatures of prepared food as required
- Documents dishwasher temperatures
- Obtains records of orders, purchases and received shipments and gives to Dietary Manager
- Assists with maintaining records of inventory
- Obtains names and addresses of the public when donations are given
- Records tasks and reference notes on daily work sheets
- Assists dietary manager in keeping resident's individual food card records current with information
- Records daily significant information on the daily records clipboard so information can be shared from day-to-day

Public Relations

- Understands the mission of Dayspring and can work as a team with staff members including the administration.
- Promotes the facility in a positive manner within the agency and in the community.
- Communicates with persons and staff in the facility and outside the facility in a friendly cooperative manner so that a positive impression is given.
- Pleasant phone and people communication skills, friendly and compassionate. ☐ Converses with residents in a pleasant, respectful manner
- Always performs duties and addresses residents within the guidelines of the Resident's Rights

Miscellaneous

- Attends additional educational trainings
- Understands the communicable disease process and steps to take to break the chain of infection within the dietary department

Special Requirements

- ☐ Does require the ability to perform medium to heavy lifting in the preparation of food or organization of food supplies.

Other Duties as Assigned

Minimum Training and Experience

High School Degree or GED required. Must be able to read/write/ and understand recipes and written instructions. A minimum of 2 years experience in the field is recommended but not necessary. Must be CPR/First Aid certified and possess a current Ohio Driver's License or State ID.

Performance Aptitudes

Data Utilization: Maintains food temperature logs, dishwasher temperatures, follows menus and food preparation assignments. Requires the ability to review, classify, categorize, prioritize, and/or analyze data/information.

Has the ability to identify problems and utilize knowledge such as additional resources, information, dietician, and administration to research the issue and find the best solution

Consults various manuals, handbooks and reports including Dayspring policy and procedure manuals, Richland County Policy manual and any state, federal or local program that may affect this division.

Human Interaction: Requires the ability to plan, organize, implement and communicate with other cooks, dietary manager, residents, staff, administration, family members, and the general public in a professional and pleasant manner. Willing to accept responsibility, exercises good judgment and is sensitive to the needs of others.

Communicates information to other team members and supervisors in order to provide the optimal services for the residents.

Communicates and/or interacts professionally, accurately and pleasantly with residents, staff, fellow team members and administration.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools and/or materials used in performing essential functions.

Uses kitchen equipment safely and correctly following safety guidelines.

Uses kitchen measuring utensils correctly and accurately. Understands measurement systems and can substitute measuring equivalencies when needed.

Verbal Aptitude: Requires the ability to utilize a wide variety of referenced and descriptive data and information. Be able to communicate effectively.

Mathematical Aptitude: Requires the ability to perform simple addition, subtraction, multiplication and division.

Requires ability to adapt recipes to the numbers of servings that are needed.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret and supply instructions, furnished in written, oral and schedule form. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolutions

Understands communicable disease principles and adheres to hygienic/blood borne pathogen standards.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of general pre-defined duties, which are often characterized by frequent change.

ADA Compliance

Physical Ability: Tasks involve the ability to exert physical effort in sedentary to medium work, but may involve some lifting, carry, pushing and /or pulling of objects and materials of light to medium weight.

Sedentary Requirements: Some tasks require visual perceptions and discrimination. Some tasks require oral communication ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, rain, fumes, noise extremes, machinery, vibrations, electric currents, traffic hazards, animal wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodation with the employer.