



JOB DESCRIPTION

Culinary Care Specialist

MAJOR FUNCTIONS

- Plan nutritious meals for participants taking into account participant's allergies and special diet considerations
- Maintain kitchen records including daily food temperatures, refrigerator/freezer temperatures, nutritional information, inventory of food, and food-related items
- Prepare and assist with the service of participant's breakfast and lunch
- Work with Maintenance Manager to keep the kitchen clean and orderly
- Comply with governmental food programs' guidelines and safety regulations

LINE OF AUTHORITY

Reports to Center Director – RN

DUTIES

- Plan, prepare, and assist with the service of participant's daily breakfast and lunch
- Maintain a monthly menu to be placed in the lobby and distributed to caregivers
- Maintain records of changes to participant meals
- Supervise the distribution of meals to participants
- Assist participants at meals, as needed
- Observe participants' dietary needs and discuss accommodations with Center Director - RN
- Assist Center Director – RN to order and purchase food and food-related items while staying within budget
- Maintain a orderly kitchen and pantry
- Ensure a clean kitchen and pantry as performed by the Maintenance Manager
- Comply with governmental food and safety regulations for food handling and sanitation

REQUIREMENTS

- Be fully COVID-19 vaccinated
- Have an annual TB test or chest x-ray with a negative test result
- Get certified in CPR training every two years
- Able to bend, stoop, lift, as required
- Submit to and pass a random drug test
- Submit to a criminal background check

MINIMUM QUALIFICATIONS

- High school graduate with at least one year work experience in food handling/menu preparation
- Submit three sources of recommendation
- Provide a written statement from a physician or physician's assistant certifying good health, including freedom from communicable disease and physical limitations

I have read and understand the functions, duties, and requirements of this position.

Employee Signature _____ Date _____

Center Director – RN Signature _____ Date _____