



Department:	Mountain View Manor
Supervisor:	MVM Director
Prior Revision Date:	6.17.2025
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Revision Made By:	SB/ ML/BR
Revision Reviewed & Approved by:	SG
Employment Status:	PMEA Union
Date Provided to Bargaining Unit	1.2.2025

## **Petersburg Borough**

### **Job Description**

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#### **MOUNTAIN VIEW MANOR**

#### **Assisted Living Cook**

##### **Definition**

Assists the head cook/kitchen coordinator in maintaining the function of the Kitchen Facility and the food preparation for residents of the Assisted Living Facility.

##### **Supervision Received**

Works under the direction of the Mountain View Manor Director and Employee Supervisor.

##### **Supervision Exercised**

None.

**Duties** *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Prepare and cook family style meals that are nutritious and attractive in color, texture and flavor. Cook foodstuffs in quantities according to menu, special dietary needs and number of residents to be served.

Prepare and plan resident meals and snacks in accordance with the American Dietary Association rules and regulations.

Ensures residents with medical dietary restrictions are receiving appropriate meals. This includes, but is not limited to, food allergies, inability to chew, sodium restrictions, Diabetic and protein restrictions.

Maintain proper storage of food and non-food supplies, and a clean sanitized area for preparing food.

Considers meal preferences from residents.

Track expiration of food items.

Helps maintain facility disaster kits.

May operate Borough vehicles.

Perform other duties as assigned.

### **Distinguishing Characteristics**

Have experience in preparing menus that are nutritious and attractive for senior citizens. Have knowledge of commercial kitchen equipment and an understanding of the safe operation of all kitchen equipment. Be able to estimate food requirements and assist in ordering food from suppliers. The person in this position needs to be a self-starter and work with minimal supervision.

### **Working Conditions**

The Assisted Living Cook performs most all duties in a standing position in a kitchen. Periodic physical effort may be required while standing or lifting objects normally less than 30 lbs.

### **Qualifications**

Must possess a current and insurable Alaska State Driver's license.

Must maintain a valid Food Worker card.

Must maintain a valid CPR/First Aid card.

Must be at least 18 years of age.

Must be able to organize and utilize time appropriately; sets priorities and accomplishes assigned tasks.

Displays mature behavior and attitude in speech and action; demonstrates consistently pleasant demeanor, tone of voice, supports the philosophy and approach to care used by the facility. Able to communicate effectively, verbally, and in writing.

Must be able to keep resident information confidential; respects resident's rights; respects privacy and right to self-determination of residents.

Abides by established policies and procedures of facility. Looks for ways to improve facility functioning.

Must be accurate, dependable, neat and thorough in assigned tasks. Must be able to keep work areas neat and clean; helps maintain appearance of facility.

Must be free of non-treated communicable diseases.

Ability to establish and maintain effective working relationships with fellow employees and the general public; works cooperatively with supervisors and displays willingness to assist co-workers

**Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date