

Cook – Direct Care Worker

General Statement of Responsibilities:

Assist persons with their daily living skills and in the implementation of planned programs for each individual. Participate in the preparation and supervision of daily meals. Provide supervision to ensure that individuals are safe; adhere to the policies and guidelines set forth by the COC Board of Directors and the public acts, rules and regulations under which the program operates.

Specific Duties: (Include but are not limited to the following)

1. Cook a minimum of one complete meal per day in accordance to the planned menu with adherence of resident's dietary needs. The meals are to be well balanced, well prepared, nutritious, pleasing to the eye and palate. Encourage assistance from residents when possible.
2. Prepare, assist or supervise individuals in the preparation of meals in accordance with menus and acceptable nutritional standards.
3. Shop for groceries according to; planned menus, support dietary requirements, keep within the homes food budget. Also, purchase all supplies, materials and goods used and needed for the home.
4. Properly store and label food as per DHHS licensing regulations.
5. Maintain kitchen, garage area and freezers, clean refrigerators, clean stoves and ovens, mop floor daily and other areas of the homes as requested.
6. Supervise or assist persons in meal cleanup and overall cleanliness and maintenance of their home.
7. Encourage wellness activities and document accordingly.
8. Assist in the implementation and documentation of individual planned programs for each person which will include completing requested data for MCPN and individuals.
9. Assist in instructing people in skill areas of:
 - a. Self-sufficiency
 - b. Nutrition
 - c. Physical health care
 - d. Social development
 - e. Employment
 - f. Community resources
 - g. Emotional maturity
 - h. Communication
10. Assist in teaching skills needed including appropriate interdependence.
11. As needed, transport persons to and from places of employment, activities and appointments.
12. Accompany individuals to programmatic and necessary personal activities and appointments, including shopping in the community.
13. Completes accident or incident reports as needed /required.
14. Administer and document the administration of medications in accordance with approved guidelines.
15. Participate regularly in staff meetings, ISP's and other assigned meetings including in-service training programs.
16. Work cooperatively with families/guardians, other agencies or service providers and appropriately address or channel concerns and or problems.
17. Perform other assigned duties related to the field of service and to the maintenance of the home.

Qualifications:

Preference will be given to people with:

- a. High school diploma or its equivalent
- b. Experience in residential services with people who have developmental disabilities
- c. Ability to maintain a flexible schedule
- d. Ability to relay a positive image to residents, parents, guardians and to the public
- e. Ability to work cooperatively
- f. Good physical health, including a negative TB test

Essential Job Requirements:

- a. Employees must be at least 18 years of age.
- b. Employees must be able to read and write proficiently.
- c. Valid Michigan driver’s license, proof of good driving record and retain the ability to be insured through Community Opportunity Center’s insurance carrier.
- d. Employees must be able to successfully complete all required MDCH/CMH training in the required time allotted. (Part 1 – first 30 days, Parts II and III – within 180 days) or provide acceptable documentation of previously completed training or alternative training.
- e. Employees must be physically capable of pushing, transferring and lifting persons who will require physical assistance.
- f. Employees must be able to reach and bend as they assist the residents with housekeeping activities or other related functions.
- g. Employees must be in such physical and mental health so as not to negatively affect either the health of the individual or the quality of his/her care.

Supervised by the Home Administrator

Your job description is located in the staff log at your respective home or in the Policy and Procedures Manual at the Corporate Office. Your signature below signifies that you understand and that you have an opportunity to review your job description at any time. You also understand that you can ask questions of your supervisor about your job description which was reviewed and signed with you upon hire and annually. I also was given an opportunity to ask questions about my job description.

Name: _____

Date: _____
