

Posted 06/15/2026



**GRANT COUNTY**  
— HUMAN RESOURCES —

# Orchard Manor Dietary Cook

**Orchard Manor** is seeking a **Dietary Cook** to join the team. This position plays an important role in preparing and serving meals, including regular, special, and modified diets, while helping maintain a safe, sanitary, and efficient kitchen environment. The cook may also oversee kitchen operations in the absence of the Dietary Manager.

**Non-Benefit Position:** Every other weekend; hours are 10:30 a.m. to 7:00 p.m.

**Starting Pay:** \$21.92 per hour

## Position Qualifications

Education:

- High school diploma or equivalent
- Food service training or related coursework preferred

Experience:

- At least one year of institutional cooking experience
- Experience preparing regular, special, and modified diets preferred

## How to Apply

A Grant County application and full job description are available at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Human Resources Department (608)723-2540.

Applicants must submit a completed **Grant County employment application, letter of interest, and resume no later than 4:00 p.m. on Tuesday, June 30, 2026.**

Application materials may be emailed to [employment@co.grant.wi.gov](mailto:employment@co.grant.wi.gov) or mailed to the address below.

## Grant County Human Resources

111 S. Jefferson St. - PO Box 529  
Lancaster, WI 53813

This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Dietary Cook

**DEPARTMENT/ AGENCY:** Orchard Manor

**IMMEDIATE SUPERVISOR:** Dietary Manager

**PAY GRADE:** OM E

**FLSA:** Not Exempt

### **NATURE OF WORK**

Under the supervision of the Dietary Manager, the cook will be in charge of the kitchen in the absence of the Dietary Manager. The cook will be responsible for the preparation and serving of all meals and special diets. The cook/supervisor is responsible for logging all pertinent information in the log book for other staff to read. Practices and maintains a safe and sanitary kitchen and work area. The Cook is capable of doing other duties if deemed necessary by the Dietary Manager.

### **MINIMUM QUALIFICATIONS**

#### Education:

1. High School graduate or equivalent
2. Food service workers course completed or similar equivalent
3. Recommend completion of Food Service Supervisors course
4. Completion of Sanitation and Safety Certification preferred

#### Experience:

- Minimum of one year experience in institutional cooking

#### Knowledge, Skills and Abilities:

1. Be able to read, speak, write, and follow diet instructions, menus, and modified menus
2. Be able to compute quantities for recipes
3. Require basic understanding and practices establish for sanitary procedures
4. Must be able to prepare a variety of foods in large quantities, including seasoning of food; must have knowledge of diet modifications and basic food preparations
5. Must be able to operate all Food Service equipment and recognize the need for repair
6. Must be able to work other than normal working hours when needed or deemed necessary
7. Must be able to work in a variety of settings

### **ESSENTIAL FUNCTIONS**

1. Requisitions in proper amounts and prepares food for cooking. (R/T organize meat thawing for cycle menu)
2. Prepares meats, soups, vegetables, sauces, dressings, and garnishes as needed on menu
3. Carves and/or portions meat, fish, and fowl for individual servings
4. Plans work load according to time schedule needs for various meal distribution locations
5. Is responsible for keeping all equipment clean and sanitary, including stoves, refrigerators, ovens, mixers, work tables, etc.
6. Is responsible to report broken equipment to Dietary Manager or to Head Nurse on weekends for equipment repair
7. Is responsible for keeping steam table clean, and pot and pan area neat and orderly
8. Does pots and pans as time and duties permit
9. Report any unusual or out-of-normal routine incidents to Food Service Supervisor

10. Be familiar with and practice all rules, regulations, and policies concerning health and safety in and around the kitchen area
11. Record all diet changes and pertinent information in the log book
12. Record menu changes or diet and food substitutions
13. Set up, serve, and distribute meals (special, diet modified, and regular) to residents
14. Be responsible for enforcing rules and policies of the dietary department, Orchard Manor, Grant County, State of Wisconsin, Federal regulations; disciplining as necessary or recommending disciplinary action

### **SUPERVISION RECEIVED**

Under the direction of the Dietary Manager

### **SUPERVISION EXERCISED**

May supervise kitchen staff

### **ENVIRONMENTAL FACTORS**

**Equipment Used:** Small and large mixes, bread slicer, dishwasher, cart sprayer, utility and dish carts, coffee and juice machines, blenders, grinders, graters, trash compactor and recycling equipment, various measuring equipment, kitchen utensils and cookware, ovens, steam kettles, gas stove, can opener, thermometers, and other equipment as deemed necessary by dietary manager to perform the essential functions of the job

#### **Strength:**

1. Able to stand and walk most of the 8 hours
2. Able to push/pull carts of food supplies weighing approx. 50 to 300 lbs. in order to obtain supplies for baking
3. Able to lift and carry object weighing from 25 to 50 lbs. frequently
4. Able to lift up to 75 lbs. occasionally from 12" to 36" when mixing with large industrial mixer

#### **Mobility:**

1. Able to frequently stoop, bend, and reach to obtain supplies and cook at stove
2. Occasionally needs to twist, squat, and be exposed to extreme changes in temperature to get food supplies from the freezer

#### **Manual Dexterity:**

1. Simple manipulative skills are required to manipulate a cart with supplies through doors to obtain ingredients and other supplies
2. Good manual dexterity and manipulation skills of both hands and arms to mix, stir, whip, etc. during baking

**Speech:** Able to articulate clearly and understand English to communicate with residents and other staff members

#### **Sensory Requirements:**

1. Able to see from close to 4 feet to read labels, recipes, instructions and observe changes in food during baking
2. Able to attend to task for 10 to 60 minutes
3. Able to understand and relate to specific ideas generally several at a time and relay information to other professional
4. Able to follow, complete, and remember verbal and written messages, information and task assignments for 8 hours

**Normal Working Hours:** 5:00 a.m. to 1:30 p.m. or 10:15 a.m. to 6:45 p.m.

### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those

listed. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only, and not intended to imply a written or implied contract of employment. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/2018

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

\_\_\_\_\_  
Employee

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Date