



JOB DESCRIPTION

JOB TITLE: COOK

Department: Dietary

Reports to: Dietary Director

EMPLOYEE NAME: _____

JOB DESCRIPTION:

Under the general supervision of the Dietary Director, the cook is responsible for preparation of daily menu items in accordance with the planned menu, in the time allotted, to ensure that patients/staff /guests receive high quality, adequate and accurate foods. Responsible for the care and cleanliness of equipment and related work areas. Responsible for the general supervision of the dietary department as assigned when the Department Director is off duty. Assist with food orders and stocking groceries and supplies.

DUTIES AND RESPONSIBILITIES:

- Review menus prior to preparation of food. Select food from storage and prepare for production.
- Prepare hot and cold foods according to the menu, special diets and standardized recipes.
- Maintain records accurately and consistently according to Unit Director's instructions.
- Follow correct food handling practices to prevent food-borne illness according to HACCP procedures.
- Display and serve hot/cold foods in an appropriate and attractive manner in accordance with established portion control procedures.
- Store food products and leftovers following established sanitary and safety guidelines.
- Requisition and check in food and supplies as received. Place food and supplies in appropriate location following department inventory guidelines.
- Maintain, care and clean department equipment.
- Follow established safety, security and sanitation practices.
- Follow established Infection Control and universal precautions when performing daily tasks.
- Assist with all daily scheduled cleaning duties in accordance with established policies and procedures, as directed.
- Receive and appropriately respond to oral and written communications and directions.
- Assist with food orders and stock groceries and supplies.
- Ensure that all food service policies and procedures are followed.
- Develop and maintain a good working rapport with all food service personnel, as well as with other departments and patients/staff within the facility. Maintain professional behavior and an atmosphere of good will and positive thinking throughout the department and facility.
- Participate/assist with departmental projects as assigned.
- Attend and participate in in-service training programs.
- Maintain confidentiality of all pertinent patient/staff care information to assure patient's rights are protected.
- Identify customer requirements, seek feedback and meet customer expectations on a timely basis.
- Perform other related duties as assigned or requested.
- Operate and balance out Cash Register.

PHYSICAL DEMANDS:

Ability to perform various motor skills such as; standing for long periods of time, walking, lifting (up to 50 pounds) using proper lifting techniques, stair climbing, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.

SPECIAL DEMANDS:

Ability to communicate on various levels: verbal, telephone and written, to include management, customer and employee levels. Supervisory skills desired. Must have sufficient dexterity and mobility to handle food and equipment efficiently and safely. Use of latex gloves required. Must be mentally alert and able to exercise judgement and initiative in preparing food, and maintaining efficient standards of operation. Must be able to operate and balance out cash register.

QUALIFICATIONS:

- Must be able to read and write English, make simple calculations, and follow oral or written directions.
- Must have had some formal on-the-job training in food preparation, cooking, estimating quantities of food needed, requisitioning, storing food and supplies and principles/requirement of sanitation and safety in handling food and equipment.
- Must possess active food handlers' card.
- Must have ability to multi-task as well as stay on task and concentrate with multiple interruptions.
- Must be able to work in a variety of environments, including exposure to heat, water, grease, chemicals, electric and radiant hazards, noise, odors, unpredictable situations and many interruptions.
- Must be able to distinguish differences in taste, smell, vision and hearing to evaluate the quality of food.
- Required to exhibit courtesy, tact and reasonable speed in performance of duties.

EXPERIENCE REQUIRED:

Preferably two (2) years cooking experience in quantity food preparation.

ACKNOWLEDGEMENT:

I have read the above job description and have received a copy. I fully understand the requirements set forth therein. I hereby accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious waste, infectious disease, air contaminants and hazardous chemicals, and that the hospital will provide me instructions on how to prevent and control such exposures. I realize that my employment is at-will by the facility or myself and that such termination can be made with or without notice.

Employee Signature

Date: ____/____/____