

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>COOK</b>
<b>REPORTING RELATIONSHIP</b>	<b>Clinical Nutrition Manager</b>
<b>POSITION SUMMARY</b>	Provide assistance in all Food Service functions as directed, in accordance with established policies and procedures.

## POSITION ACCOUNTABILITIES

1. Determines types and quantities of meats, vegetables and soups to be prepared by reviewing planned menus.
2. Determines amount of foods needed to meet weekly menus and submits order to appropriate vendor or team leader.
3. Ensures meals are ready at specified times.
4. Consults with supervisor regarding use of leftover food items.
5. Consults Registered Dietitian on modified diets, as necessary.
6. Measures and mixes ingredients according to approved recipes using blenders, mixers, grinders, slicers, etc.
7. Makes sauces, soups, stews, casseroles and desserts meeting established dietary guidelines.
8. Cooks meat, fish and fowl in a variety of ways such as baking, roasting, broiling and steaming.
9. Carves meat, fish and fowl into individual servings according to menu combinations and patient diet orders.
10. Tests foods being cooked to ensure doneness. Adjusts heat controls as necessary.
11. Improves flavor and texture of food by adding ingredients or seasonings.
12. Assists in preparing tables and food items for catering events according requests.
13. Prepares and assists in delivering items as requested by patients or departments.
14. Loads and watches dishwasher, documenting sanitation effectiveness as required.
15. Washes specified items by hand, i.e., pots, pans, knives.
16. Disposes of trash and garbage in appropriate manner and as needed.
17. Assists in putting away clean dishes, pots, pans, utensils.
18. Works hospital cafeteria food line and restocks menu items as needed.
19. Knowledgeable of cash register operations for hospital cafeteria and assists as needed or assigned.
20. Performs cleaning duties as assigned by the Chef, or Registered Dietitian.
21. Maintains a good working relationship both within the department and with other departments.
22. Treats patients and their families with respect and dignity.
23. Participates and practices in departmental performance improvement activities.
24. Assists in orientating new employees to the department.
25. Is knowledgeable of and practices appropriate food handling, storage and preparation per guidelines established by the public health department.
26. Observes infection control practices at all times.
27. Maintains kitchen in a clean, neat and organized manner.
28. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
29. Adheres to dress code, appearance is neat and clean.
30. Completes annual education requirements.
31. Maintains regulatory requirements.

32. Maintains patient confidentiality at all times.
33. Reports to work on time and as scheduled.
34. Completes work within designated time.
35. Wears identification while on duty.
36. Uses computerized punch time system correctly.
37. Completes in-services and returns in a timely fashion.
38. Attends annual review and department in-services, as scheduled.
39. Attends at least 90% of staff meetings annually, reads and returns all monthly staff meeting minutes.
40. Represents the organization in a positive and professional manner.

### **QUALIFICATIONS**

1. High school diploma or equivalent.
2. Previous experience in hospital food preparation desired.

### **EXPERIENCE & SKILLS**

- Able to communicate effectively in English, both verbally and writing
- Have ability to calculate measurements in recipes to increase or decrease servings

### **PHYSICAL DEMANDS**

- Must be able to bend, stoop, reach, stir and move intermittently throughout the day.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately, so that the requirements of this position can be fully met.
- Must function independently, have personal integrity, have flexibility, and the ability to work efficiently with support personnel and outside agencies.
- May be required to move supplies and smaller items of equipment.

***We are an Equal Opportunity Employer***