**Cook**

**Job Description**

**Department:** Dietary

**Accountable to:** Dietary Manager

**Scope of Responsibility:**

Perform general cooking duties for a health department. Prepares and cooks a wide variety of foods for breakfast, dinner, and supper. Cooking staff may be on duty for a period of 10 hours.

**Essential Job Functions:**

1. Prepare all menu items with the ability to alter recipes for proper quantities.
2. Log temperatures daily, for the freezer, cooler, and refrigerator.
3. Temp and log food temperatures of each meal.
4. Calibrate food thermometers weekly.
5. Pull and prepare appropriate food for upcoming meals.
6. Appropriate cleaning and sanitizing of work areas and equipment.
7. Serving meals to employees, assisted living residents, meals on wheels cliental, and patients.
8. If residents request a substitute two hours prior to a meal, a substitute will be made upon cook’s choice.
9. Assist dishwasher, put away clean dishes.
10. Send afternoon snacks and evening snacks to patients.
11. Understanding and substituting appropriate foods for special diets in order to provide adequate nutrition.
12. Is able to use stove, ovens, gill top, steamer, slicer, and other equipment in order to properly prepare food.
13. Completes logging, documenting, and other record sheet **as required.**
14. Caters special events as required.
15. Attends to day-to-day problems and needs concerning equipment and food supplies.
16. Cooks will empty dish room & Cooks trash cans.
17. Detects and ensures disposal of spoiled or outdated food, defective supplies/equipment, and other unusual conditions.
18. Will put away freight in the walk-in freezer and assist the dietary aide in putting away the dry storage freight.
19. Performs miscellaneous job-related duties as assigned.
20. Is able to advise, upon request and/or necessity, other dietary personal.
21. Maintain positive work habits with enthusiasm for dietary duties.
22. Maintain regular attendance and punctuality. Cooks scheduled shifts are 7:00am – 5:30pm.
23. Notify dietary manager of emergency situations within 24 hours.
24. Works well under supervision of dietary manager or administrator, and is willing to provide suggestions.

**Qualifications:**

A high school diploma or equivalent GED is required, with 6 months to 1-year experience with food preparation and/or serving. Must take ServSafe program and Certification Exam, and ultimately be ServSafe certified.

**Essential Physical Demands:**

Lift floor to waist: 0-40# Lift knee to waist: 0-40# Lift waist to shoulder: 0-30#

Lift overhead: 0-10# Carrying: 0-10# Pushing: 0-10#

Pulling: 0-10#

Frequent use throughout the day of: sitting, standing, walking, squatting, forward bending, forward reaching, overhead reaching, light grasping, far acuity, near acuity, depth perception, hearing, dominant hand use, non-dominant hand use, bilateral hand use, feeling, smelling, repetitive use of neck, and kneeling.

**Work Environment:**

1. Work with others, subject to interruptions, duties performed under normal food service area conditions
2. Willingness to work beyond normal hours and with community/civic health matters and projects.
3. Exposure to hazards such as wet, slippery floors, food service chemicals, and may be exposed to infectious diseases, which require following basic safety precautions.

**Potential Job Stressors:**

Working extended hours, providing coverage to the various dietary service areas.

**Knowledge, Skills, and Abilities Required:**

1. Organizing and coordinating skills.
2. Ability to read, write, and have basic math skills.
3. Skill in cooking, prepping, holding, cooling, reheating, and serving food.
4. Ability to safely use cleaning equipment and supplies.
5. Knowledge of food preparation and presentation methods, techniques, and quality standards.
6. Ability to accept receipt of goods and supplies.
7. Ability to perform duties involved in the safe preparation and handling of food, cleaning, and sanitizing of equipment and facility.
8. Knowledge of operating all equipment, work techniques, and methods of performing duties.
9. Ability to work well with others, intra- and inter-departmental co-workers, customers and general public.
10. Willingness to perform other duties as assigned.

I have read and understand the job description and conditions set forth therein. While employed at Hand County Memorial Hospital, I will perform these duties to the best of my knowledge and ability and will abide by the procedures and policies of the hospital.

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Signature Date