

Kiowa County Memorial Hospital

Job Description

Position: Evening/ Weekend Cook Part or Full Time

Summary: Part or full time dietary position. Will be responsible for preparing food and meals for patients, guests, and employees while adhering to meal and menu schedules, time/temp controls, avoidance of waste, and all sanitation regulations and policies. Will ensure all patient meals and trays are accurate before sending for delivery to patients

Experience Required: Basic food preparation and cleaning knowledge is preferred but not required.

Education: Preferred high school diploma or equivalent of

Essential Responsibilities:

Prepares food according to recipes

Keep work areas clean and sanitized at all times

Plans and prepares accordingly to have meals ready for service on a predetermined basis

Plans and prepares accordingly in order to meet all patients' needs in compliance with any and all diet regulations and modifications.

Will put away dry storage items received from truck and inspect for quality

Prepares, handles, and serves food in accordance with all proper sanitary procedures and all dietary policies and procedures

Adheres to all cleaning and sanitation regulations and policies

Serves food/meals that is appealing in taste, aroma, and appearance

Adheres to specific cleaning and task lists

Ensures the overall cleanliness, proper dates, stock, and organization of all dry good items

Assists and serves to special functions when necessary

Assists other staff members and department as needed and perform dish duties when needed

Records all required information (food temps, cooler temps, intake percentages...)

Ensures the overall cleanliness of kitchen while on duty and for day shift staff

Will be responsible for meal and tray accuracy and delivery of meals to patient floor

Ensures food and non-food items are fully stocked for service

This job description in no way states that these above listed abilities and responsibilities are the only duties to be performed by the employee occupying the position. The individual is expected to perform any other duties necessary for the effective operation of the department.

Supervision: Will report to the Dietary Manager

Physical Requirements: Physical ability and stamina to remain on feet and or move about more quickly for long periods of time. Ability to push carts of food, groceries, supplies, and dishes. Ability to lift heavy objects and supplies up to 30 pounds. Required to perform all physical tasks related to the essential functions of the position. Ability to see and hear within normal parameters of range.

Communication: needs to be able to communicate information in a polite and tactful manner to patients, other employees and other departments. Requires good oral and written communication. Able to transfer needed information to staff members as needed.

Equipment and Machines to be Used: Mixers, can openers, hot tables, cold tables, steamer, blender, slicer, knives, dish machine, ovens, electric skillets, grill, microwave, telephone, copy machine, and basic kitchen appliances and utensils

Environmental: Indoor, general hospital environment

Special Skills: Must be professional and courteous at all times. Able to handle and prioritize many tasks simultaneously. Ability to take instruction. Ability to function independently, have flexibility, personal integrity, and the ability to work effectively with other staff members. Ability to make independent decisions. Ability to anticipate potential problems and take appropriate action. Must effectively use time. Full knowledge of equipment needed to perform job duties with full knowledge of therapeutic and modified diets, food handling, food preparation, cooking, serving, and portion sizes. Ability to respond to enquiries for information with accurate responses.

Training After Hire: Training programs that apply or enhance job performance will be required. Meeting and department in-services attendance will be required. Hospital wide in-service attendance will be required.

Special Licenses Required: None



I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical.

Signature/Date