**Assistant Cook**

**Job Description**

**Department:** Dietary

**Accountable to:** On-Duty Cook

**Scope of Responsibility:**

Perform general aide duties for a health food department. Under general supervision will verify meals to be delivered for Meals on Wheels sites and homes, hospital patients and employees, and assisted living residents. Verify counts and monitor special diet needs as required. In addition, will be baking and have other preparation responsibilities.

**Essential Job Functions:**

1. Determine the number of meals to prepare for desserts, salads and other preparation needs for the hospital patients and employees.
2. Check count sheets daily for the amount of meals that will be sent out to Manor, Plaza, and Meals on Wheels home delivery.
3. Assist cook in sealing meal trays for delivery to sites.
4. Aid is responsible for properly putting away walk-in refrigerator freight and assisting cook with putting away the dry storage freight.
5. Verify with the cook that patient’s with special diets receive proper nutrition.
6. Deliver patient meals to nurse’s station and ensure meals are delivered to patients.
7. Perform general cleaning duties to ensure quality food preparation.
8. Prep will empty bathroom and prep side garbage at the end of their shift.
9. Prepare fruit salads, vegetable salads, baked goods, and other prep work as directed on the menu.
10. Dishwashing duties include all meal dishes as well as meal preparation dishes.
11. Fill grocery lists from other departments.
12. Stock refrigerator to ensure daily supplies are current. (ie. Milk, juice, jelly, salad dressings, butter, etc.)
13. Attend and participate in educational training and in-service meetings as required.
14. Will need to follow instructions on use chemicals such as bleach, floor cleaner, and bathroom cleaner.
15. Will be using equipment such as dishwasher, mixers, blenders, choppers, knives, toaster, ovens, stoves, and electric can opener.
16. Maintain confidentiality of **all** patient care information to protect patient rights.
17. Maintain positive and safe work habits, assure infection control policies are followed, and adhered to with enthusiasm for dietary duties.
18. Maintain regular attendance and punctuality. Shift time is 07:00A-2:30PM
19. Sweep the prep side, dish room and bathroom daily. Store room is swept and mopped on the weekends by the prep cook.
20. Informs cook or dietary manager of pertinent situations, equipment repairs, food supply, etc.
21. Works well under supervision of cook and dietary manager and is willing to provide suggestions. Maintain good report with both dietary department and all other facility departments.

**Qualifications:**

No high school diploma is required. No experience is required but should be able to read, write, and do basic math. Qualifications related to the duties and responsibilities specified are preferred.

**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, firm 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.
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.

**Equipment Used to Perform Job:**

Numerous hot or cold food service equipment.

**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 and write.
3. Ability to work well under direction, change job duties quickly as required.
4. Ability to prepare salads
5. Ability to safely use cleaning equipment and supplies.
6. Knowledge of food preparation and quality standards.
7. Ability to accept receipt of goods and supplies.
8. Ability to perform duties involved in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities.
9. Knowledge of operation all equipment, work techniques and method of performing duties.
10. Ability to work well with others, intra- and inter-departmental co-workers, customers, and general public.
11. 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 Inc., I will perform these duties to the best of my knowledge and ability and will abide by the policies and procedures of the hospital and dietary department.

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 Signature Date