

Johnson Memorial Health Services

Job Description

Position: Dietary Cook
Department: Dietary
Reports To: Dietary Manager
Days/Hours: 8 and 7.75 hour days, number of days depends on scheduled days a week
Effective: June 2009
Reviewed: March 2015

JOB SUMMARY

To prepare and/or to be responsible for the preparation of foods for residents, guests, and employees.

ESSENTIAL FUNCTIONS

- Set up the kitchen, which includes filling the portable steam table.
- Food preparation and making food, which includes getting the food and cooking the food.
- Serve food, which includes getting the plates and steam table, dishing up the food, serving food at the hospital, and serving food at the nursing home.
- Clean the kitchen, which includes cleaning the counters and steam tables, putting food away, washing dishes, putting dishes away, mopping the floor, and bring garbage and recyclables to their designated locations.
- Restock the kitchen, which includes restocking the freezer and dry items, pulling foods needed for week's menus.
- Arrive at work promptly and complete the job as assigned.
- Follow sanitation guidelines as specified in the Dietary Policy Manual.
- Work with fellow employees to meet the objectives of the department.
- Complete tasks per the given job schedule.
- Work in an environment that may expose an individual to communicable disease.
- Communicate both verbally and in writing with staff, residents, and visitors.
- Use cleaning chemicals per written guidelines.
- Lift Correctly.
- Plan own work schedule based on the menu of the day.
- Follow food production, sanitation, and safety guidelines to meet the requirements of regulating agencies.
- Provide documentation such as required temperature records, meal records, and filling out tray cards.
- Manage the production of a meal (supervision of fellow employees) so that the meal is flavorful, attractive, therapeutically correct, and served in a timely manner.
- Communicate with other departments in implementing the nutritional care of a resident.
- Will attend 80% of departmental, quarterly and other required meetings
- Will know and follow the JMHS standards of behavior.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess leadership qualities.
- Able to work productively and positively with other staff.
- Must enjoy geriatrics and possess the ability to work well with other people.
- Must have basic understanding of quality food production and therapeutic nutrition and sanitation standards

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Experience in food production and have Food Safety Manager Training certificate or be willing to take the class.

SUPERVISORY RESPONSIBILITIES (if applicable):

- Supervision of fellow employees.

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit		X							
Stand				X					
Walk					X				

Employee's job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop		X			Reaching for food, supplies
Squat		X			Reaching for pots, pans, food
Crawl		X			Retrieving objects
Climb (Height 2-4 ft)		X			Use ladder or stool washing walls
Reach above shoulder level		X			Loading carts, reaching food
Crouch		X			To retrieve objects
Kneel		X			To clean floor spills
Balance		X			Equipment, food, tools
Push/Pull (# of lbs. 50)			X		Pushing steam table.

Employee's job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			X		Foods, supplies, etc.
11-24 lbs.			X		Steam table, food carts
25-34 lbs.		X			Team lifting objects
35-50 lbs.		X			Team lifting 50 lbs. potato, flour
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X		X		
Left Hand	X		X		X		
Both Hands	X		X		X		

Does the employee's job require:			
Activity	YES	NO	Describe if Yes
Working on unprotected heights?	X		Climb ladder for cleaning
Working on uneven terrain?		X	
Working on wet/damp surfaces?	X		Spills, washing dishes
Operating moving equipment?	X		Steam table ,carts and mixer, blenders all move
Operating vehicles?		X	
Use of tools?	X		May use hammer, water vacuum
Use of telephone?	X		Incoming and outgoing calls
Use of keyboard/computer terminal?	X		Hospital diets are now transmitted on computer
Working under time pressure?	X		Having food ready for meals
Working rapidly for long periods?	X		Serving meals to large crowds
Working alone?	X		Preparing meals
Close work?	X		
Good vision (close/distance/peripheral & depth perc)	X		Reading, preparing meals
Good color vision?	X		Diet cards are color , presentation of plates
Good hearing?	X		Communicating, PA system, phone use
Good speaking?	X		Need good communication skills to interact with residents and other staff
Reading?	X		Menus, recipes, etc.
Writing?	X		Communicating, notes, etc.
Simple arithmetic?	X		Knowing how much food to prepare for a certain number of people
Mathematics?	X	X	Calories, portions, recipes, all need use of math
Weighing and /or measuring?	X		Preparing Meals (Cooking and Baking)

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		98%
Outdoors	X		1%
At a desk or bench	X		1%
In a car or truck		X	0%

In an office		X	0%
--------------	--	---	----

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		Possibility due to working in healthcare
Chemicals/respiratory hazards?	X		Cleaners
Noise?	X		Repairs and alarms
Dust, fumes & gases?	X		Cleaning
Extreme heat or cold?	X		Oven, steam from food/steamer, freezer/frig
Cramped areas?	X		Storage areas, freezer/frig
Working close to electrical current?	X		Outlets, oven, microwave, steamer, computer, etc.
Other hazards?	X		Burns

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
	X	X		X	

MENTAL DEMANDS:

Does the employee's job require:		
Activity:	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, ☐do ☐do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____