

Coleman County Medical Center Position Description

Job Title: Dietary/Cook
Department: Dietary
Reports To: Department Manager/Dietary
FLSA Status: Non-exempt

SUMMARY: Assuring patients and others that consume meals a quality, nutritional meal, attractively served with careful consideration of clinical diets, food allergies, and food intolerances. The Dietary department will be kept in a clean and sanitary manner to support food handling safety.

QUALIFICATIONS:

- Must be able to properly operate equipment such as stoves, ovens, mixers, dishwashers, food scales and other food prep tools.
- Proficient level of knowledge of food handling and safety procedures.
- Must have a clear understanding of the organization's standards regarding acceptable levels of food service for the facility.
- Ability to demonstrate responsible use of food, supplies and cleaning agents and other hospital resources.
- Must have intermediate understanding of food preparation, cooking and clinical diets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare nutritious and attractive patient meals in accordance with standardized facility menus.
- Read and comprehend recipe instructions and adjust measurement of ingredients as needed.
- Ensure that food is served and stored at proper temperatures and follow appropriate handling and equipment safety measures, such as, HACCP regulations and food handling guidelines.
- Responsible to record and log temperature measurements and label refrigerated and frozen food items with necessary identifying information.
- Properly operate equipment for food preparation and cleaning within the department.
- Stock food and supplies in proper areas throughout the department.
- Assist in the development of order for food and supplies.
- Assist in food preparation for special meals and events.
- Apply basic knowledge of infection control as a food borne illness in food preparation and delivery.

EDUCATION and/or EXPERIENCE:

- High School Diploma/GED
- Previous experience preferred

LANGUAGE/READING SKILLS:

- Must be able to read advanced directions in food preparation and recipes and instructions in English on chemicals, signage within facility, written instructions from supervisor, etc.
- Must be able to communicate with English-speaking patients within the hospital regarding diet histories, nutritional assessments and food allergies.

MATHEMATICAL SKILLS:

- Have ability to mathematically calculate measurements for ingredient adjustments to menus as needed and basic measurements for cleaning products.

REASONING ABILITY: Employee responds to commonly occurring problems/situations for which standards, procedures or precedents exist.

WORK ENVIRONMENT: Employee is regularly required to speak and hear English, stand, walk, sit, use hand to finger, handle or feel objects, tools or controls; reach with hands and arms.

Employee must frequently be able to lift 25 pounds from the floor to waist level. Specific vision abilities include close vision and the ability to clearly focus vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date