



## JOB DESCRIPTION

**TITLE:** Cook Assistant  
**DEPARTMENT:** Food Services  
**REPORTS TO:** Director of Food Services  
**FLSA:** Non-Exempt

### **SUMMARY OF JOB:**

Prepares meals for the hospital, patients, visitors and catered events. Maintain the cleanliness of Food Services.

### **RESPONSIBILITIES:**

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Answers telephones, takes meal orders, and works with patients computerized diet office system.
  - a. Use of proper phone procedures according to standards of the department.
  - b. Maintain all Patient information within the CBORD computer system
  - c. Notify RD of any consultation and or any patient missing 2 or more meals
  - d. Maintain all Nourishments and snacks ordered within the Meditech systems
  - e. Following patient standards of the hospital/department.
  - f. Successfully communicates with other staff, patients, providers and the general public.
2. Provides relief cooking
  - a. Coverage of cook line in the event of the cook's absence
  - b. Prepares and sets up food on appropriate patient plates.
  - c. According to the patient meal plan, prepare foods according to the therapeutic diet and per the portion control in a timely manner.
  - d. Prepare the patient's plate according to standards of the department.
  - e. In a timely manner, prepare ala carte meals for employees and visitors per the menu and in accordance with department standards.
  - f. Demonstrates proper food safety techniques according to standards of the department
3. Using professional cooking techniques, assist in the preparation of daily production of the salad bar and meals, including special meals, specialty salads, grab and go prep and catered events.
  - a. Prepares cold food items into appropriate proportions.

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- b. Assist with the café salad bar as needed which may include set up, clean up, keeping items full and stocked during open hours.
  - b. Date, label and maintain all food items within the cook assistant stations and refrigerators
  - c. Stock and restock all foods and service supplies used in the cook assistant prep areas and refrigerators
  - d. Check in and assist with the distribution of all food orders according to the department standards.
  - e. Set up and assist in the break down of all scheduled catered events according to its planned menu, time and location.
  - f. Responsible for the proper use of gloves when handling food items at all times.
  - g. Demonstrates proper food safety techniques according to standards of the department
4. Cleans and sanitizes in Food Service according to the daily, weekly and monthly schedules and in accordance with department standards.
    - a. Maintains the cleanliness of personal prep area at all times.
  5. Other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent

OR

Equivalent combination of education and experience.

**CERTIFICATES/LICENSES:**

ServSaf Sanitation Certification or Mesa County Online Manager Course (must be obtained within 90 days of hire)

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA

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Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date