



JOB DESCRIPTION

TITLE: Cook
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; maintains the cleanliness of Food Service.

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. Prepares and sets up food on appropriate patient trays.
 - a. According to the patient meal plan, prepare foods according to the therapeutic diet and per the portion control in a timely manner.
 - b. Prepare the patient's plate according to standards of the department.
 - c. Demonstrates proper food safety techniques according to standards of the department

2. Prepares daily production of meals for The Flying Pig, including special meals, according to standards of the department
 - a. In a timely manner, prepare ala carte meals for employees and visitors per the menu and in accordance with department standards.
 - b. Prepare assigned foods to be served within The Flying Pig according to the 6 week cycle menu and per the portion control in a timely manner and in accordance with department standards.
 - c. Responsible for scratch and prepared bakery items.
 - d. Maintain the hot food in the Expo line in The Flying Pig in accordance with department standards.
 - e. Demonstrates proper food safety techniques according to standards of the department

3. Prepares the food for catered event, according to standards of the department.
 - a. In a timely manner, prepare catered meals for employees and visitors per the menu and in accordance with department standards.

- b. Responsible for scratch and prepared bakery items.
 - c. Oversee the hot food prepared for the catered event in accordance with department standards.
 - d. Demonstrates proper food safety techniques according to standards of the department.
4. Supervision of the daily food production.
 - a. Delegation of the daily food preparation.
 - b. Thawing of all meats per the 6 week cycle and routinely used meat product (deli meats and other meats used at the cook's line).
 - c. Responsible for the flow of food using proper time and control, temperature and time methods and the logging of hot and cold food temperatures.
 - d. Responsible for the proper storage of food and the areas in which the food is stored including all store rooms, freezers, refrigerators, Patient kitchens and cafeteria.
 - e. Responsible for the proper storing of all perishable food items assuring that all items stored are properly dated, labeled with a brief and accurate description.
 - f. Responsible for organizing and cleaning of the areas that food supplies are stored.
 - g. Maintaining and monitoring of proper food handling procedures and recording of temperatures in the food service department at all times.
 5. Cleans and sanitizes in Food Service according to the daily, weekly and monthly schedules and in accordance with department standards.
 6. Follows and adheres to hospital and departmental policy and procedures
 7. Successfully communicates with other staff, patients, providers and the general public.
 8. 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 with ServSafe sanitation certificate or Mesa County Online Manger Course within 90 days.

OR

Equivalent combination of education and experience.

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 20 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 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.

Employee Name & Signature

Date

Supervisor Name & Signature

Date