



## Job Documentation

<b>JOB TITLE:</b> Cook	<b>JOB CODE:</b> S144
<b>DEPARTMENT:</b> Dietary Services	<b>STATUS:</b> Non-Exempt
<b>SUPERVISES:</b> N/A	<b>ADDENDUMS:</b> NA
<b>REPORTS TO:</b> Dietary Supervisor	<b>EFFECTIVE DATE:</b> August 2020
	<b>REVISED ON:</b> TBD

## PRIMARY FUNCTIONS

The cook position prepares high quality food for patients, residents, employees, and visitors following standardized recipes and using proper safety and sanitation requirements.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

## QUALIFICATIONS

### Education and/or Experience

- High school diploma or GED required
- 1-2 years cooking experience preferred

### Certificates, Licensure, Registrations

- N/A

## GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Performs other related duties as assigned
- Assist in restocking of supplies
- Ability to sit, stand, bend and lift as the job requires
- Risk of exposure to infectious waste and diseases
- Computer and phone skills
- Operates all equipment correctly and safely
- Practices standard precautions



## SIGNIFICANT DUTIES

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- Follows proper cooking techniques to ensure quality food for customers using standardized recipes.
- Uses and adheres to standardized recipes
- Prepares products within designated time frames. Production deadlines are met.
- Prepares correct portion sizes to meet forecasted amounts.
- Demonstrates appropriate sanitation and safe food handling procedures for food preparation, service, delivery and storage.
- Covers, labels and dates food items for storage.
- Documents food temperatures for each meal.
- Takes and documents refrigerator/freezer temperatures, daily.
- Handles foods according to current Federal and State Food Codes.
- Stores and holds all foods at the proper safe temperature with documentation
- Uses proper hand washing techniques.
- Completes cleaning assignments.
- Uses and stores chemicals properly.
- Demonstrates appropriate use, sanitation and care of equipment to provide a safe and sanitary work environment.
- Assures proper usage of all equipment.
- Cleans and sanitizes equipment after each use and as assigned.
- Reports any equipment that is broken or unsafe.
- Assists with freight, dishes, and other duties assigned by manager.
- Apportions and places food servings on plates and trays according to diet list on menu card.
- Serves trays to patient and ensures eating utensils, napkins, and condiments on trays.
- Collects dirty dishes on cart and returns cart to kitchen.
- Records amount and types of special food items served to patients.



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

## Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



## SIGNATURES

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This job description has been approved by all levels of management.

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Manager

Date

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HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Employee

Date