

# Big South Fork Medical Center

<b>Job Title:</b> Dietary Cook	<b>Dept. Number/Title:</b> Dietary
<b>Job Code:</b>	<b>Title Reporting To:</b> Dietary Manager
<b>FLSA Status:</b> Non-Exempt	<b>Effective Date:</b> 01/26/2023
<b>Division:</b> Dietary	<b>Division Head:</b> Hospital Administrator

**Job Purpose:**

The dietary cook is responsible for the daily meal preparations as well as cooking daily meals. This includes, but is not limited to cutting vegetables, using the fryer, making meals from scratch, following a recipe card to complete meals. The dietary cook is also responsible for prepping all food such as fruit, vegetable, and meats, using all kitchen equipment including but not limited to fryer, steamer, oven, grill, blenders, etc.

**Accountabilities:**

- I. Works alone and with the dietary manager to complete daily meals for each patient in a timely manner.
  - \* Assists with set up and delivery of delayed or late trays; keeps spare cart on nursing unit for soiled trays; empties when necessary.
  - \* Sets up cafeteria for lunch, e.g., cleaning tables, replenishing salt, pepper, sugar, paper products, desserts, etc.
  
- II. Work alone and with the dietary manager to complete daily specials, and incoming orders for the public.
  
- III. Assumes other duties or positions in the department and/or assists with special functions as requested by a supervisor.
  - \* Puts up stock and keeps storage areas organized using proper storage procedures, e.g., like items together, labels facing front, dating, when necessary, etc.; flatten cardboard; straighten storeroom.
  - \* Delivers trays to patients at mealtime using correct identification procedures; return soiled food carts to kitchen.
  - \* Full kitchen cleaning duties including but not limited to sweeping and washing floors, deep cleaning storage areas, high dusting, cleaning surfaces, cleaning all equipment, etc.
  - \* Maintain temperature logs for all areas of the kitchen including but not limited to refrigerators, freezers, etc.
  - \* Handle cash and operate cashier when needed to serve employees and public
  - \* Answer the phone and take orders
  - \* Adhere to all food safety rules and regulations
  - \* Prep, restock, and clean the salad bar
  
- IV. Operates dishmachine using correct warewashing, handling and storage techniques; cleans dishmachine area after use; cleans and sanitized day care and patient food carts; demonstrates ability to descale and breakdown dishmachine.
  - \* Answers telephone and assists with processing diets changes and making preference cards in

- the absence of a Diet Clerk.
- \* Assists with stocking patient floors as assigned.
- \* Keeps cafeteria stocked with all supplies needed by the public and maintains cleanliness.

### **Major Work Activities:**

- V. Each employee is evaluated, and records are maintained on competency of performing their duties including the specific job: effective and safe use of equipment; disaster preparedness, prevention of contamination and transfer of infection when applicable.
  - \* Completes competency checklist annually or more often as required by department policy.

This Job Description is an overall statement of major accountabilities and duties performed by incumbents in this position. The incumbent may be requested to perform other position-related duties other than those described in this description.

## **Job Specifications**

### **Minimum Level Qualifications**

#### **Education:**

High School or equivalent.

#### **Experience:**

Non-Necessary.

#### **Licensure, Certification, and/or Registration:**

None.

#### **Physical Demands:**

Demonstrate the ability to lift 25-50 pounds and/or the ability to assess the lift load to ask for help. Standing, walking majority of workday.

#### **Skills and Qualifications:**

Literate able to correctly follow instructions.

#### **Other Special Characteristics:**

- 1) Ability to communicate well with a wide variety of people including employees, nursing staff, managers and physicians.

- 2) Ability to assess and react to situations.
- 3) Must be motivated and work independently.
- 4) Must be able to perform at a fast pace and/or stressful environment.
- 5) Ability to listen and maintain confidentiality.

*Always present yourself professional with a friendly, happy attitude.*

*I have received, reviewed, and fully understand the job description for Dietary Tech/Aide. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.*

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

\_\_\_\_\_ **Hospital Administrator**                      \_\_\_\_\_ **Date**

Form Number	Origination Date	Revision Date	Obsolete Date	Review Date
	01/26/2023			