Job Description

Title: Cook

Department: Dietary

Qualifications: Must complete modified diet and sanitation study courses as provided by Grundy County Memorial Hospital. Must have oral and written English communication skills as well as basic math and computer skills. Must have good organization skills in order to meet timelines.

Purpose: The cook is responsible for preparing, working with and delivering food according to the nutritional needs of the patient/resident, providing food and customer service to patients, residents, and personnel while maintaining high standards of quality, sanitation and safety.

Essential Functions (including, but not limited to):

- Supports the mission, vision, and core values of the organization.
- Supervises food production in the absence of dietary manager and dietary lead.
- Prepares and dishes quality food accurately and attractively according to diet and menu.
- Maintains kitchen sanitation and safety standards.
- Ensures compliance with state local and regulatory agencies as it relates to food service.
- Assist with set-up, service and clean-up of food production.
- Ensure proper sanitation and storage of kitchen equipment, food and supplies.
- Food temperatures are maintained at proper levels at preparation and throughout service.
- Assists residents with menus, questions, complaints and concerns, with compassion. Provides special request foods as able.
- Understands modified diets and is a team player in working toward patient/resident nutritional well being.
Job Relationships:
A. **Responsible to:** the dietitian, the dietary lead and the dietary manager.
B. **Interrelationships:** associates, visitors, residents, patients and their families.
C. **Supervises:** In charge of the department in the absence of dietary lead and Dietary Manager.

Working Conditions:
- Is subject to frequent interruptions.
- Is involved with patients/residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset patients/residents, family members, personnel, and visitors.
- Communicates with the medical staff, department personnel and other department staff.
- Works beyond normal working hours, and in other positions temporarily, when necessary.
- Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Attends and participates in continuing educational programs.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, and other air contaminants.
- Maintains a liaison with the patient/resident, their family, support departments, etc., to adequately plan for the patient/resident’s care.
- Is subject to warm kitchen temperatures and high humidity.
- **Material and equipment used:** Sharp knives, meat slicer, steamer, oven, stove, dishwasher, blenders, and other food preparation equipment. Computers.
- **Age Specific Requirements:** Demonstrates the ability to work with patients and residents in the age specific to the environment of care as necessary. Depending upon the environment of care, the following age groups as considered. This position is usually not a direct care giver, but has the potential for some interaction.
  - infancy (birth to 12 months)
  - toddler (1-4 years)
  - preschool (4-6 years)
  - school age (6-12 years)
  - adolescence (12-18 years)
  - early adult (18-44 years)
  - Middle Adulthood (34-59 years of age)
  - Late adulthood (60 years of age and beyond)

I have read and understand the above job description.