

NORTHEAST MONTANA HEALTH SERVICES - FAITH HOME
JOB DESCRIPTION
COOK

NAME: _____

ACCOUNTABLE TO: **DIRECTOR OF FOOD SERVICE**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to prepare and serve a variety of meals for patients, employees and guests while complying with special diets as requested by the medical staff and patients.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Is subject to frequent interruptions.
2. Is subject to sitting, standing, and lifting throughout the day.
3. Is subject to infectious diseases, waste, and odors, etc.
4. Is subject to hostile and emotionally upset patients, families and visitors.
5. Is willing to work beyond normal working hours, weekends and holidays.
6. Is subject to falls, injury from equipment, odors, etc.
7. May be required to be placed on an "on-call" status during periods of low census.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. Must be able to read, write, speak, and understand oral or written instructions in English.
2. Must be knowledgeable in the area of cooking and managing ones time.
3. Must have a current driver's license.

ESSENTIAL JOB FUNCTIONS

1. Must be able to bend, stoop, lift, stir, and move intermittently throughout the workday.
2. Must be able to lift a minimum of 50 pounds.
3. Must be able to work on feet all-day and free of any lack of mobility problems.
4. Must be able to work flexible hours.
5. Must be able to speak the English language in an understandable manner.
6. Must be able to cope with the mental and emotional stress of the position.
7. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
8. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
9. Must be in good general health and demonstrate emotional stability. Must be physically able to pass a standard physical.
10. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at time hostile people within the facility.
11. Must display ability to maintain absolute confidentiality at all times.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for preparing daily meals for patients, resident's employees guests etc.
 - a. Collect and receive orders from physicians and nursing staff.
 - b. Prepare meals within guidelines established by Physicians Dietitian, or Director of Food Service.
 - c. To have meals ready to serve by designated time as established by Dietary Policies.
 - d. Properly use applicable equipment.
 - e. Supervise Dietary Aides working with you.

2. Overall cleaning of the kitchen and dining area.
 - a. Make sure dietary department is cleaned during each shift.
 - b. Make sure all equipment is cleaned during each shift.
 - c. Make sure all cooking utensils are cleaned during each shift.
 - d. Complete cleaning schedule.
3. Monitor equipment daily to make sure everything is working properly.
 - a. To take daily temperature of refrigerator, freezers, and pantry.
 - b. To maintain daily temperature charts.
 - c. To report any equipment not working to maintenance daily, to repair as necessary.
 - d. Knowledgeable in using equipment to be able to know when it isn't working correctly.
4. Storing and stocking supplies.
 - a. To stock shelves daily.
 - b. Receive and unpack dietary shipments.
 - c. To store items when received.
 - d. To thaw or clean food for future use.
 - e. To notify supervisor of impending shortages.
 - f. Knowledgeable in what supplies, food, equipment is needed and how to properly store it.
5. Accounting of daily meals served and food used.
 - a. Count meals daily by category.
 - b. Document numbers for each meal served.
 - c. Collect and have available information concerning patients in hospital and programs set up.
6. Collection of information from patients and others regarding dietary meals.
 - a. Visit with patients as necessary to collect information.

- b. To collect patient information daily.
 - c. To be courteous to patients and guests.
 - d. Document information collected.
 - e. Document meal % eaten by each resident.
 - f. Document any change to resident's normal eating pattern or behavior in the dining room.
7. Attend in-service programs and monthly staff meetings.
- a. To attend a minimum of 9 in-house staff/in-service meetings per year.
8. Arrange for transport of laundry or lab as necessary when meals are going to hospital.
9. Abide by all policies of NEMHS. Read and review all policies.
- a. All Dietary Policies
 - b. All Personnel Policies
 - c. All Safety Policies and Procedures
 - d. All Disaster Policies and Procedures
 - e. All fire policies and Procedures
 - f. All MSDS applicable to your job
 - g. All OSHA Regulations
 - h. All Corporate Compliance
 - i. HIPAA
 - j. Hazcom/Blood Borne Pathogens
 - k.

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date