



<b>Job Title:</b>	Dietary Cook	<b>Department:</b>	Dietary
<b>Position Type:</b>	Full Time, Part Time, PRN	<b>Job Category:</b>	Non-exempt
<b>Supervisor Title:</b>	Dietary/Laundry Manager	<b>Dress Code Requirements:</b>	Scrubs, closed toe shoes, hair covering
<b>Created Date:</b>	May 2000, last revised Jan. 2014	<b>Last Updated:</b>	September 2017
<b>Educational Requirements or Preferences:</b>	N/A	<b>Credentials Required or Preferred:</b>	Serve Safe training preferred
<b>Shift:</b>	Four hour, eight hour and twelve hour assignments. Rotating shifts, weekends, and holidays.	<b>Hours/Call:</b>	5:30 a.m. to 6:00 p.m.
<b>Travel Required:</b> (Driver's License Required)	Minimal in town	<b>Equipment Knowledge:</b>	Cooking and baking equipment, dishwasher, coffee makers, meat slicer, computer, point of sales till
<b>Knowledge/Skills/Abilities/Experience Required or Preferred:</b>			
The Dietary Cook must have good communication skills and a good working relationship with all team members. Must be able to read, speak, write, and follow oral and written instructions. Demonstrates knowledge of basic principles of food production, service, and sanitation. Previous experience is preferred but not required. Works independently and as a team member. Works with people in a tactful, diplomatic manner and exercises sound judgment and discretion. Is able to make quick, independent decisions.			
<b>Job Description</b>			
The Dietary Cook is responsible for the preparation, cooking and serving of nutritional meals that meet the daily nutritional needs of patients and residents. Key duties include ensuring that the special dietary needs of patients and residents are met and to provide attractive and palatable meals. The Dietary Cook provides meals for employees, patients, residents, and visitors. May work in either the kitchen or the café. Prepares meals for luncheons and special meal requests.			
<b>ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES</b>			
<ol style="list-style-type: none"><li>1. Prepares meals from standardized recipes that are palatable and appetizing in accordance with sanitary regulations for patients, residents, and staff according to department policy and procedures.</li><li>2. Sets up meal trays according to each patient's/resident's diet order. Prepares meal trays according to serving sizes specified on menu.</li><li>3. Keeps daily records of:<ol style="list-style-type: none"><li>a. food temperatures,</li><li>b. dishwasher temperature,</li><li>c. freezer and refrigerator temperatures,</li><li>d. chemical tests,</li><li>e. and meals served.</li></ol></li><li>4. Responsible to have daily tasks completed by scheduled times according to department policy and procedures.</li><li>5. Responsible in the orientation of proper equipment use, cleaning and sanitation according to department policy and procedures.</li></ol>			
<b>OTHER DUTIES</b>			
<ol style="list-style-type: none"><li>1. Responsible in assisting in the orientation of new employees.</li></ol>			



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2. Performs dietary aide duties according to department policy and procedures. This includes washing dishes, scrubbing the floor, setting up and delivering trays, preparing desserts, and serving meals at Senior Suites. 3. Fills in as an Environmental Service Associate according to department need.			
<b>ADDITIONAL NOTES</b>			
This job description does not reflect all duties that may be assigned to this position.			
<b>Other Requirements:</b>	<ol style="list-style-type: none"><li>1. CPR certification.</li><li>2. TB screen.</li><li>3. Must meet the attendance requirements of the position including mandatory meeting attendance.</li><li>4. Participates on at least one committee or project per year.</li><li>5. Completes annual mandatory training yearly.</li><li>6. Completes required Incident Command System for Healthcare/Hospitals training.</li><li>7. Must speak and write English clearly.</li><li>8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation.</li><li>9. Follows the Standard Precautions Policy.</li></ol>		
<b>Physical Capabilities:</b>	Is required to stand 90% of the shift. The job duties require bending, stooping, pushing, and lifting 50 pounds. Use of ladder for stocking supplies and cleaning.		
<b>Environmental Factors:</b>	<ol style="list-style-type: none"><li>1. Works in a hot kitchen.</li><li>2. Use of hot water.</li><li>3. Lifting heavy equipment and supplies.</li><li>4. Sharp objects.</li><li>5. Exposure to chemicals.</li><li>6. Overhead stocking of supplies.</li><li>7. Use of ladder.</li><li>8. Overhead cleaning.</li></ol>		
I, (Print name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.			
Employee Signature		Date:	