



<b>COOK</b>			
<b>Date:</b>		<b>Last Revision Date:</b> January 1, 2017	
<b>Facility Name:</b>			
<b>Employee Name:</b>		<b>Reports To:</b>	
<b>Department:</b> Dietary		<b>EEO-1 Category/WC Code:</b> 18 / 9040	
<b>FLSA Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		<b>Job Grade:</b>	
<b>JOB SUMMARY</b>			
Responsible for providing healthy food for patients, employees, and visitors. Prepares food ensuring that strict safety standards are followed. Creates menus and orders supplies for the hospital kitchen and cafeteria. Integrates the hospital's mission and "Guiding Principles" into daily practice.			
<b>ESSENTIAL FUNCTIONS</b>			
Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
1. Follows established schedules in cooking, baking, sanitation.			
2. Determines proper cooking time and temperature.			
3. Cleans and sanitizes all food preparation equipment and ensures that it is kept in safe and operable condition.			
4. Follows procedures in food cooling, hot food holding, and prevention of cross contamination. Follow all local and state health regulations.			
5. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless service.			
6. Prepare meals according to specified menu and schedule with a minimum of waste.			
7. Provides an environment conducive to safety for patients, visitors, and staff. Assess the risks for safety and implements appropriate precautions. Complies with appropriate and approved safety standards.			
8. Performs other duties as assigned to support overall effectiveness of the department.			
<b>E = Exceptional S = Successful N = Needs Improvement</b>			<b>Total #</b>

<b>CONTACTS</b>	
<b>Supervises</b>	<input type="checkbox"/> Approx # of direct reports _____ <input type="checkbox"/> Approx # of indirect reports _____ <input checked="" type="checkbox"/> No supervisory responsibilities <input type="checkbox"/> No supervisory responsibilities, but may serve as mentor to others in the dept
<b>Age of Patient Populations Served</b> <i>(check all that apply)</i>	<input type="checkbox"/> Pediatrics <input checked="" type="checkbox"/> Adolescents <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Geriatrics <input type="checkbox"/> No direct patient contact
<b>Internal Contacts</b> <i>(check all that apply)</i>	<input checked="" type="checkbox"/> Patients <input checked="" type="checkbox"/> Providers (i.e., physicians) <input checked="" type="checkbox"/> Staff (i.e., clinical and admin support staff) <input checked="" type="checkbox"/> Volunteers <input type="checkbox"/> Others: _____
<b>External Contacts</b> <i>(check all that apply)</i>	<input type="checkbox"/> Patients <input type="checkbox"/> Providers <input checked="" type="checkbox"/> Vendors <input type="checkbox"/> Community agencies and advocates <input checked="" type="checkbox"/> Regulatory agencies <input type="checkbox"/> Others: _____
<b>MINIMUM JOB REQUIREMENTS</b>	
<b>Minimum Education and Experience</b>	<ul style="list-style-type: none"> <li>• High School Diploma or equivalent preferred. Equivalent in education or experience required.</li> <li>• Food Handlers License required.</li> </ul>
<b>Required Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"> <li>• Knowledge of patient diets and safe food handling requirements and use of Nutritional Care Manual.</li> <li>• Knowledge of clinical operations and procedures.</li> <li>• Effective organizational and time management skills.</li> <li>• Effective written and verbal communication skills.</li> <li>• Ability to maintain quality and safety standards.</li> <li>• Ability to maintain proper levels of confidentiality.</li> <li>• Ability to work closely and professionally with others.</li> <li>• Ability to maintain quality, safety, and/or infection control standards.</li> </ul>

## PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift.

<b>General Activity</b>	<b>Number of Hours</b>					
		1-2	2-4	4-6	6-8	None
	Stand/Walk				X	
	Sit					X
Drive					X	
<b>Motion</b>		<u>Up to 1/3 of the time</u>		<u>1/3 or more of the time</u>		
	Bend			X		
	Squat			X		
	Crawl					
	Climb			X		
	Reach			X		
	Lift			X		
	Carry			X		
	Push			X		
Pull			X			
<b>Use of Hands/Feet</b>		<u>Gross Motor Function</u>		<u>Precise Motor Function (Fine Manipulation)</u>		
	Right Hand	X				
	Left Hand	X				
	Right Foot	X				
Left Foot	X					
<b>Weight Lifted/Force Exerted</b> <i>Show how much weight or force and how often by checking the appropriate boxes.</i>		<u>Up to 1/3 of the time</u>		<u>1/3 or more of the time</u>		
	Up to 10 lbs			X		
	Up to 25 lbs			X		
	Up to 50 lbs	X				
	Up to 100 lbs					
	More than 100 lbs					
<b>Body Fluid Exposure</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
<b>List any other physical requirements:</b>	<ul style="list-style-type: none"> <li>Sufficient manual dexterity to operate equipment and computer keyboard</li> <li>Close vision and the ability to adjust focus</li> </ul>					

**I have read this job description and understand the information outlined above.**

Employee Name (*Please Print*) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Name and Job Title (*Please Print*) \_\_\_\_\_

Authorizing Signature \_\_\_\_\_ Date: \_\_\_\_\_

<b>REVISION HISTORY (HR USE ONLY)</b>
10/10/2005, 3/15/2016