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Dietary Cook

Department: Dietary

Position: Full Time, Non-Exempt

Brief Description of Job:

Performs duties in food preparation, serving and clean-up of work areas for patients and employees striving for satisfaction of patients, employees and the guests who are served.

PRN Employee:

Employee works "as needed" to fill shifts. Typically, employee will be scheduled 16-24 hours per week and primarily night shift.

Evening Shift Employee:

Employees are paid a shift differential for working evenings. Employees that work between 3:30p and 7:30p are paid a \$1.50 in addition to their base wage.

This job description covers the most significant duties performed but does not exclude other occasional work assignments performed.

Essential Functions:

- Prepares and cooks food for patients, employees, guests and special functions.
- Receives and stocks foods and supplies.
- Keeps work area equipment, pots and pans, utensils, dishes, glasses and flat ware washed and sanitized.
- Stores leftovers properly and modifies for re-use.
- Rotates food in freezers and storage.
- Portions food for patients, employees and guests.
- Assists Dietary Manager and other employees as necessary for the function of the department.
- Assumes responsibility for count of food items on meal trays.
- Works assigned shift/shifts, weekends and holidays, as scheduled.
- Participates in continuing education, demonstrating a willingness to learn new, valuable procedures.
- Performs functions other than described above due to extenuating circumstances.

Educational/Experience Requirements:

- High School Diploma or GED.
- Completion of Therapeutic Diet and Food Safety Course
- Must be able to speak, read and write fluent English.
- Understands HIPAA regulations and privacy of patient and employee information.



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