



Job Description

Job Title: Cook

Classification: Full Time/Non-Exempt

Education Required: High School Diploma/GED

Reports to: Dietary Manager/Assistant Manager

Creation Date: 1/28/2013

Revised Date:

Job Description Summary:

The cook produces all required food items for patients, staff and community patrons. Plans and conducts daily work to meet food production and service time requirements.

Essential Duties and Responsibilities:

- Prepares and cooks hot and cold food items using standardized recipes and calculates production quantities based on production forecasts.
- May be assigned to cook breakfast items.
- Records over production and run outs. Writes directions and calculates production quantities.
- Checks and logs food and equipment temperatures and reports any problems to the Dietary Manager or Assistant Manager. Reports all needed equipment repair.
- Maintains par levels of food and supplies in assigned areas, orders and/or restocks items in accordance with established routines, rotates food stocks, checks freshness dates.
- Keeps assigned work areas clean and in an orderly manner.
- Assists other kitchen and dietary staff as needed and assigned. May oversee the scheduled shift for efficiency.
- Performs all functions according to established policies, procedures, regulatory and accreditation requirements, as well as applicable professional standards.
- Provides all customers of the Hospital with an excellent service experience.
- Other duties as may be assigned.

Job Requirements:

Education: High School Diploma or GED.

Licensure/Certification:

Experience: Requires knowledge and abilities in institutional food production normally acquired with one or more years of work experience in production cooking. Must be able to learn and follow established policies and procedures, read and understand written and verbal instruction, communicate effectively, and perform simple math calculations. Must be able to learn food handling regulations and pass certification tests, as required. Must possess good interpersonal skills and be able to perform tasks within limited time frames. Must be able to follow production and cleaning schedules, use chemicals safely, read thermometers and follow safety requirements.

Physical Requirements: Must be able to frequently lift up to 50 pounds. Stoop, bend, reach, stand, and walk. Work around hazardous equipment such as hot cooking surfaces, slicers, ovens, cleaning chemicals, etc.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: _____

Date: _____