

**RANGELY DISTRICT HOSPITAL
JOB DESCRIPTION**

JOB TITLE: COOK

DEPARTMENT: DIETARY

WAGE CATEGORY: EXEMPT

REPORTS TO: DIETARY SUPERVISOR

JOB STATEMENT

Prepares, seasons and cooks food for hospital patient/guests, employee/partners, visitors and meals on wheels clients.

JOB DUTIES

1. Maintains established departmental policies and procedures, objectives, quality assurance program and safety standards.
2. Previews menus and work orders to determine type and quantities of meats, vegetables, soups, salads and desserts to be obtained and prepared.
3. Plans and coordinated cooking schedules so that goods will be ready at required times.
4. Sends out the appropriate diets to the patients requested by the physician. Prepares diets according to the Simplified Diet Manual.
5. Responsible for dish washing and daily cleaning as scheduled.
6. Uses a variety of kitchen utensils and equipment including grinders, slicers, mixers and blenders.
7. Ensures that all foods prepared meet existing standards for quality, freshness, taste and appearance.
8. Ensures that all cooking equipment and utensils are inspected and maintained for cleanliness and proper operation.
9. Ensures that required sanitary levels are maintained throughout the food preparation process.
10. Alerts supervisor to problems and needs concerning equipment and food supplies. Detects and reported spoiled or unattractive food, defective

supplies/equipment or other unusual conditions.

11. Maintains department records, reports, and files as required.
12. Participates in educational programs and in-service meetings as required.
13. Observes hospital's compliance requirements and does not create an issue of fraud and abuse for the hospital.
14. Complies with all established hospital policies and procedures.
15. Projects a positive image of the hospital through dealings with the public, patient/guests, vendors, and fellow employee/partners by acting in a professional manner at all times.
16. Performs all other duties as assigned.

JOB SPECIFICATIONS

1. Diploma preferred but not required.
2. Sufficient previous experience in cooking and baking.
3. Knowledge of cooking methods/procedures, including types of preparation and related routines.
4. Must be able to stand 80% of the time.
5. Must be able to reach 5 feet heights and 3 feet depths and be able to lift 50 pounds.
6. Must be able to bend and twist.
7. Must be able to work weekends and shifts as assigned.
8. Must be able to maintain patient confidentiality.
9. Subject to burns and cuts.
10. Exposed to hazards of steam and heat.
11. Exposed to hazardous chemicals, (i.e.) cleaning solvents, solutions, etc.

Employee Signature _____ Date _____

Department Head Signature _____ Date _____

Administration _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.