

GOOD SAMARITAN HOSPITAL ASSOCIATION
HEART OF AMERICA MEDICAL CENTER

MISSION STATEMENT

To deliver compassionate care by advancing the physical and spiritual well-being of the communities we serve through smart medicine and exceptional service.

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JOB DESCRIPTION

JOB TITLE: Cook
Department: Dietary

NAME _____
Responsible to: Director Nutrition & Dietary

QUALIFICATIONS:

High School or GED is desired. Specialized training in food preparation is preferable. One year experience of quantity food preparation is recommended. On the job training will be given. Kindness, tactfulness, consideration, and confidentiality in dealing with residents/patients and co-workers is required.

JOB SUMMARY:

Cooks and prepare foods for patients, residents, employees, visitors and special meals. Is responsible for cleanliness and order of the kitchen as assigned. Will work with a variety of diets, foods and equipment.

TYPICAL WORKING CONDITIONS:

Will work in a well lit area; kitchen will be warm and humid. Will work with some cleaners and sanitizers. Works with other dietary staff. Will be scheduled for weekend shifts and works some holidays.

TYPICAL PHYSICAL DEMANDS:

Requires corrected vision and normal hearing range. Must be able to distinguish letters, numbers, symbols, and colors. Requires full range of body motion, manual and finger dexterity, eye-hand coordination. Requires standing and walking for extensive periods of time, Must be able to lift and carry items weighing 50-60 pounds, pull or push carts weighing 100-200 pounds, will do frequent bending stooping and stretching during work shift. Requires working under stressful conditions and a rapid work flow setting.

RESPONSIBILITIES:

I. Preparation and Cooking of Meals

STANDARDS:

1. Prepares food as indicated on menus, including therapeutic and mechanically altered diets, making changes only when supplies are unavailable. Looks ahead on menu to determine needs for advance thawing and preparation of menu items.
2. Prepares food to retain quality and nutritional value using standardized recipes. Will enhance flavor of foods by cooking with seasonings where allowed. Responsible for tasting product following correct guidelines.
3. Follows production sheet to obtain a close estimate of foods needed for meal service and any special functions. Limiting food waste where able. Assumes responsibility of using any left over food.
4. Follows State and Federal regulations regarding food safety and sanitation standards. Foods must be dated and labeled.
5. Assists in serving food according to the menu, following portion control, on acute, LTC, and cafeteria tray line as needed. Serves therapeutic diets as outlined in the facility diet manual.
6. Assures that food is stored, prepared, distributed, and served under sanitary conditions, and is maintained at an appropriate temperature throughout the process.
7. Orders breads for the day. Helps unpack and put away food deliveries.
8. Consults with the Supervisor, Dietary Manager, or Dietitian on matters of uncertainty (i.e., substitutions, food shortages, items received in poor condition).

II. Sanitation, Hygiene, and Safety

STANDARDS:

1. Follows safe procedures for operation and care of equipment in the kitchen, keeping it clean and in good working order.
2. Responsible for cleanliness of work area and washing of pots and pans prior to end of shift. Empties kettles, pans, clean oven doors, drip pans, mixers, counters and sinks after meals.
3. Wears proper uniform, shoes, head covering, apron, and gloves when needed. Practices good hand washing and personal hygiene procedures.
4. Abides by facility safety standards, practices safety when working with chemicals. Promptly reports any safety hazards to supervisor, corrects any safety risks as identified.
5. Follows cleaning schedule, completes assigned cleaning duties with a “clean as you go” practice.

III. ACCOUNTABILITY FOR SAFETY

STANDARDS:

1. Familiarizes self with and adheres to all facility and department safety policies and procedures.
2. Completes all required annual safety training.

3. Supports and implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.
4. Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.
5. Promotes a culture of safety to improve employee safety.

IV. Self-Improvement

STANDARDS:

1. Attends 3/4 of IDMs.
2. Attends annual education carnival on Confidentiality, Corporate Compliance, Resident Rights, Employee Assistance, Back Safety, CPR, General & Fire Safety, Infection Control, Workplace Violence and Customer Service.
3. Shows desire to increase in job competency.
4. Shows dependability in assigned work shift.

V. Professional attitude, leadership role and team member abilities. Maintains a positive professional role throughout the facility and community.

STANDARDS

1. Exhibits a positive and professional approach when dealing with the public, and demonstrates solution-oriented involvement with problems of facility, staff and patients/residents.
2. Good communication with subordinates and peers.
3. Willingly gives assistance to fellow workers who need help. Exhibits a willingness to be involved in teams within the department and facility to improve quality.
4. Seeks assistance in problem solving when unable to complete assigned work.

VI. Responsible for safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written or oral.

STANDARDS

1. Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this positions normal job functions as stated in the above job responsibilities abased on HIPPA privacy and security policies and procedures.
2. Responsible to conduct any oral discussions of PHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
3. Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written, electronic or oral.
4. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by and GSHA employee or business association.
5. Responsible to ensure the use or disclosure of PHI or EPHI that is not routinely available to this position must be coordinated with the HIPPA Privacy Officer, Security Officer or designee.

TO BE COMPLETED BY EMPLOYEE:

"I have read and understand my job description".

Signed _____

Dated _____