



Job Description

Job Title: Dietary Cook
Department: Dietary
Reports To: Dietary Supervisor
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 02/11/2010
Approved By: Dietary Supervisor
Approved Date: 02/11/2010
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SUMMARY

Operates various kitchen appliances, prepares and cooks large quantities of food for consumption by patients, residents, employees and visitors. Works from established recipes and menus as directed by the Dietary Supervisor. Prepares individual meals for patients with special diet plans. May order and maintain necessary cooking supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cooks foods in quantities according to menu and number of persons to be served using proper portions and following therapeutic diet guidelines.

Bakes breads and pastry. Cuts meat.

Plans special meals, taking advantage of foods in season and local availability. Serves meals.

Substitutes appropriately when specific foods unavailable.

Directs activities of one or more workers who assist in preparing and serving meals.

Washes dishes and cleans work area, tables, cabinets, freezers, coolers, and ovens according to established schedule.

Collects and places garbage and trash in designated containers.

Meets established meal and snack schedules.

Follows governmental regulations, and facility policies and procedures relating to meal preparation and service, practicing appropriate sanitation and safety techniques.

Observes and records various temperatures per State and Federal regulations.

Maintains security of dietary department.

Assists in receiving and storing food and supplies. Reports food/equipment needs to Dietary Supervisor.

Dates labels and stores foods properly.

Maintains a positive attitude toward clients and coworkers.

All other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; responds well to questions; participates in meetings.

Written Communication - Able to read and interpret written information.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own works to ensure quality.

Quantity - Completes work in timely manner.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; asks for and offers help when needed.

SUPERVISORY RESPONSIBILITIES

Directly supervises one to three employees in the dietary department in the absence of dietary manager. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED) and six (6) months experience. Experience with hospital therapeutic diets within the past three (3) years preferred.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers, internet software.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Nursing Assistant (CNA) Certification preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date