



Murray County Medical Center Position Description

Classification:	Dietary Cook
Department:	Dietary
Location:	Murray County Medical Center
Reports to:	Dietary Department Manager
FLSA Classification:	Hourly/Non-exempt

Position Purpose

This position is under the supervision of the Dietary Manager and is responsible for planning, preparing, and providing meals for staff, guests and therapeutic diets for patients. Required to follow all safety and sanitation policies and procedures and ensure proper food handling. This position can be part-time with benefits 30+ hours per week, part-time without benefits 20-30 hours per week or casual 8-20 hours per week.

Essential Duties and Responsibilities

1. Prepare hot and cold food for meals and specific catering needs, determining the amount to be made and monitoring its preparation.
 - Prepare extras per employee requests – breakfast, snacks, etc.
 - Monitor and chart temperatures of food.
 - Responsible for patient tray contents.
2. Inspect food, food preparation, and storage area.
 - Taste, smell and observe food to ensure conformance with recipes and appearance standards.
 - Monitor food quality and expiration dates.
 - Remove and dispose of items that are past their sell-by date.
3. Take care of equipment used in cooking and cleaning.
 - Continual check of sanitation and safety in proper use of equipment.
4. Responsible for cleaning and sanitation of the equipment, kitchen and storage areas.
 - Wash pots and pans.
 - Unload dishwasher as needed.
 - Clean and sanitize cooking areas.
5. Put away supplies.
 - Ensure items are orderly and properly stored.
6. Monitoring and charting of temperatures
 - Chart AM and PM temperatures of the refrigerators, freezers, and store room.
 - Monitor and chart temperatures of food.

- Follow the proper procedure for cooling of foods.
7. Must be able to rotate shifts, and positions, working when needed and filling in for Dietary Aid position if short staff.
 8. Do patient screening and visitation, recording nutritional information on patient's diet card if management not present.
 - If specific diets, refer to diet manual, policies on line, contact manager or consult dietitian.
 9. Cook on duty is in charge when management is not present. If multiple cooks are present, the cook that started the earliest on the schedule is in charge.
 10. Assemble cold food for patients or for sale.
 - Prepare desserts and other baked goods.
 - Make and wrap cold sandwiches for sale and load them into a Grab & Go display case.
 11. Print menus and fill patient trays.
 - Make up special trays for unscheduled deliveries.
 - Set-up patient trays and deliver off-hour meals if necessary.
 12. Participate in training.
 - Attend in-service training to receive current hands-on instruction relating to food service, customer service, quality, and sanitation.
 - Follow all instructions related to food handling and sanitation materials and methods.
 13. Cashier requirements include adding and subtracting for specific items purchased and supplying correct change to customer.
 14. Other duties as assigned.

Job Activities

<i>Percent of Job</i>	<i>Major Activity</i>
80%	Prepare and serve meals and catering requests.
10%	Cleaning, sanitation and charting.
10%	In-service training and learning.

100% Total

Education and Experience

- High School Diploma or GED.
- Prior experience working with food.
- Knowledge of basic principles of food preparation.
- Serv safe certification a plus.

Requirements

- Able to communicate with co-workers, other MCMC staff, and individual patients/family members in a courteous manner.
- Able to follow and adjust recipes and provide specific diets for patients.
- Ability to follow detailed instructions relating to individual patient meals.

- Must follow all safety and sanitation policies and procedures to ensure proper food handling.

Working Conditions and Physical Demands

- Work is indoors with exposure to mildly disagreeable conditions, such as cooking odors, soiled dishes, grease, grime, or heat or cold.
- Requires continuous standing, frequent walking, bending, stooping, repetitive movement, and occasional kneeling, squatting, sitting, and working with arms above shoulders.
- Computer/keyboarding occur occasionally.
- Frequently handles equipment and supplies up to 50 pounds and occasionally 50 or greater.
- Must have acuity of sight, depth perception, field of vision and color vision.
- Noise level is usually moderate to loud.
- Must deliver meals within the prescribed schedule.

Equipment Operation

- Uses cleaning and serving equipment available which constantly of mixer, blender, slicer, robo coup, stove, oven, grill, microwave, dishwasher, and cash register. Frequently used is computer, printer, and phone.

Supervisory Responsibilities

No direct supervisory responsibilities. May assist with Dietary Aides.

Employee Signature: I have read and agree that I can perform the essential functions of this position.

Print Name

Signature

Date

Manager or HR Rep. Signature

Date