

**Job Description**

**Dietary, Cook**

**REPORTS TO: Dietary/Laundry Director** Non-Exempt Job number: 140 Job Code: 01-94001

**JOB SUMMARY:** Prepares breakfast, lunch, dinner and snacks for each patient/resident following dietary orders and personal preferences. Prepares and serves food on time as ordered. Provide assistance in all dietary functions in accordance with established dietary policies and procedures.

**DUTIES/RESPONSIBILITIES**:

* Treat everyone with dignity and respect.
* Promote and protect all patient/resident rights.
* Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
* Demonstrate professional behavior while on duty in any setting.
* Follow established Sanitary Regulations, Infection Control, Universal Precautions, and safety procedures when performing all tasks.
* Prepare meals and snacks in accordance with planned menus, making only authorized food substitutions, and work with Dietary Supervisor and Dietician to implement dietary changes as required.
* Set up meal trays, food cart and dining room.
* Assist in checking diet trays before distribution and deliver food carts/trays to designated areas and serve food in dining room as instructed.
* Prepare and deliver snacks.
* Remove food trays from carts/dining room.
* Transport soiled items to wash area and clean as directed. Return clean items to proper storage areas.
* Ensure that the department is maintained in a clean, safe manner and properly arranged.
* Assist in food preparation for special meals or parties.
* Wear appropriate clothing, protection, hairnets, and follow dress code.
* Document temperatures and report out of range temperature as required.
* Follow department procedures to cover, date and rotate food items before storage.
* Cleans and sanitize work areas, coolers, and freezers; assist in routine and scheduled cleaning duties.
* Maintain needed inventory, requesting supplies to meet standards or special needs.

**LICENSURE/CERTIFICATION REQUIREMENT:**

* Valid North Dakota driver’s license.
* At minimum, 8th grade education.
* The employee is to maintain all applicable education, licensure, certification or registration requirements.

**QUALIFICATIONS /ABILITIES**:

* Must be able to cook a variety of foods in large quantities.
* One year related experience preferred.
* Ability to gain proficiency in NCHS’s software programs as applicable.
* Demonstrates competency and ability to carry out department specific functions in accordance to the NCHS’s standards of care, policies and procedures.
* Demonstrate the ability to effectively communicate both verbally and in written format.
* Demonstrate a high level of interpersonal skills and be able to communicate effectively in business relationships and with individuals throughout NCHS.
* Participate in the orientation of other NCHS employees and as requested/required in staff development, in-service, and other educational and related activities.

**Demonstrate knowledge and understanding of and compliance with:**

* Infection control policies and procedures for position.

• All pertinent safety, health/environmental policies, procedures and guidelines.

• Work safely, without causing harm or risk to self, others or property.

• The work environment and all safety procedures.

• Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or any other safety violations.

• The appropriate use of all safety equipment and personal protective equipment

**WORKING CONDITIONS**: Day or night shift, please contact for more information. Indoors, heated/ air conditioned, infrequent cold (freezer), infrequent heat (stove/oven)

**JOB EXPOSURES:** May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes and body fluids and physical, psychological and emotional stress.

**PHYSICAL REQUIREMENTS:**

* Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
* Ability to lift, move, push or pull 40 pounds.
* **Hand Functions**- grasp and pinch frequently.
* **Visual -**optimal vision required to read information, reports, instructions, labels etc.
* **Verbal and auditory-** must communicate effectively with patients, families, physicians and other staff.
* Frequent standing /walking and working at counter-top level for extended periods.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CEO/Administrator Date