



# Job Description: Dietary Cook

COTEAU DES PRAIRIES HOSPITAL AND CLINIC

Position Title: Dietary Cook  
Department: Dietary Services  
Reports to: Manager of Dietary Services  
FLSA Status: Non-Exempt

## SUMMARY OF POSITION

Under the supervision of the Manager of Dietary Services, prepares food required by the daily menu and extensions. The Dietary Cook also maintains prompt, accurate and efficient tray and cafeteria services to patients, visitors, and employees. Also provides food-related services for meetings and special functions.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares all food according to the menu in a safe, sanitary manner.
- Prepares quality food products according to standardized recipes and menus.
- Prepares food in a timely manner at specified meal times.
- Assumes responsibility for total kitchen operations and handles all situations in the kitchen according to policies and procedures.
- Responds to patient issues or concerns that may occur in the dining room.
- Follows departmental procedures including sanitation, safety, and cleaning schedules.
- Follows proper cleaning procedures and storage of all dishes, utensils and cooking equipment.
- Insures all food in refrigerator, freezer, and dry storage are labeled and dated.
- Oversees proper food handling and utilization of all foods to prevent contamination, increase quality, and reduce cost.
- Receives and processes written and oral instructions to allow employee to prepare type and quantity of food, as well as, size portions.
- Washes and cleans fruits and vegetables. Peels, dices, shreds or slices food using a variety of kitchen utensils and equipment.
- Arranges salad and dessert ingredients in an attractive and appetizing manner and garnishes and places prepared items in the appropriate storage area until serving time.
- Suggests menu or recipe changes to utilize leftovers and other supplies.
- Cleans all food service equipment, kitchen and food storage areas.
- Coordinates work of dietary aides.
- Performs Dietary Aide duties and other duties as required.

## ORGANIZATIONAL RESPONSIBILITIES

- Fosters a culture of service excellence which anticipates and responds to the needs of our customers.
- Performs job duties and responsibilities in a manner that reflects the highest ethical and professional standards.
- Maintains compliance with mandatory training initiatives, competencies, and licensure requirements.
- Complies with all CDP and departmental programs, policies and procedures (i.e. administrative, HR, financial, clinical, quality, and safety policies and procedures).
- Ensures and protects the confidentiality of sensitive information.

- Complies with all federal, state, and local standards and laws regulating the provision of professional services (licensure and scope of practice).

**EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED) preferred; and one to three months related experience and/or training; or equivalent combination of education and experience. Position requires knowledge of special diets.

**KNOWLEDGE, SKILLS, & ABILITIES**

Must have the ability to read and comprehend instructions and recipes. Must have excellent interpersonal and customer service skills. Must possess the ability to deal tactfully with personnel, patients, family members, visitors, and the general public. Must be able to interpret and implement written and verbal programs, goals, objectives, policies and procedures of the Dietary Department. Must be able to express self adequately in written and verbal communication and to communicate effectively with supervisor and staff members.

**WORK ENVIRONMENT**

Hazards typical to an institutional kitchen such as hot water with dishwasher, sharp objects, electrical equipment, wet floors, frequent exposure to warm temperatures. Cleaning supplies may be potentially hazardous during handling so necessary precautions should be taken.

**PHYSICAL DEMANDS**

Standing, walking, bending, lifting.

|                 | <b>RARELY/NEVER</b> | <b>OCCASIONALLY</b> | <b>FREQUENTLY</b> | <b>CONSISTENTLY</b> |
|-----------------|---------------------|---------------------|-------------------|---------------------|
| <b>LIFTING*</b> |                     |                     |                   | <b>X</b>            |
| Up to 10 lbs.   |                     |                     |                   | <b>X</b>            |
| 11 - 24 lbs.    |                     |                     | <b>X</b>          |                     |
| 25 - 34 lbs.    |                     | <b>X</b>            |                   |                     |
| 35 - 50 lbs.    | <b>X</b>            |                     |                   |                     |
| 51 - 74 lbs.    | <b>X</b>            |                     |                   |                     |
| 75 - 100 lbs.   | <b>X</b>            |                     |                   |                     |
| Above 100 lbs.  | <b>X</b>            |                     |                   |                     |
| <b>STANDING</b> |                     |                     | <b>X</b>          | <b>X</b>            |
| <b>WALKING</b>  |                     |                     | <b>X</b>          | <b>X</b>            |
| <b>SITTING</b>  |                     | <b>X</b>            |                   |                     |

*\*Any lifting of 35 lbs. or more requires the use of an assistive device and/or physical assistance.*

**EXPOSURE CATEGORY: 3**

- Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
- Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
- Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

**DISCLAIMER**

*The above statements reflect the general duties considered necessary to describe the essential functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.*