



## **SENECA HEALTHCARE DISTRICT JOB DESCRIPTION**

**JOB TITLE:**           **COOK**

**EDUCATION:**       High school education or equivalent.

**EXPERIENCE:**      None required.

### **QUALIFICATIONS**

1. Knowledgeable in preparation of food in volume.
2. Knowledgeable in principles and procedures used in storage, care, and preparation in serving food in large quantities.
3. Knowledgeable in appropriate menu substitutions.
4. Ability to prepare and cook all types of food.
5. Ability to read menus.
6. Ability to plan meals in order to prevent waste.

### **DUTIES AND RESPONSIBILITIES**

1. Prepare and cook food.
2. Estimate quantities of food required for daily menus.
3. Serve food in portions, set up food trays, and clean stove and work tables.
4. Notify supervisor of immediate supply needs.
5. Perform related duties as required.
6. Follow all general and departmental safety, security, and health policies and procedures. Utilize all safe work practices recommended for department.

## **WORKING CONDITIONS**

1. Works in well-lighted/ventilated areas.
2. Subject to sudden temperature changes. May be exposed to hot/cold temperatures in kitchen.
3. Subject to falls, cuts, burns from equipment, hot foods, infectious diseases, odors, etc., throughout the work day.

## **SAFETY AND REGULATORY COMPLIANCE RESPONSIBILITIES**

Conducts the District's business in an ethical and lawful manner, and is willing to report any knowledge of real or potential fraud or abuse according to District policy.

## **PROFESSIONAL DEVELOPMENT**

Promotes professional growth of self and co-workers by participating in on the job training, continuing education, and assisting with training of new employees.

## **COMPLIANCE**

- Is compliant with all federal and state privacy regulations.

Assumes personal responsibility to comply with all Federal, State and local laws governing business conduct, conducts business in an ethical and trustworthy manner, and displays the qualities and characteristics of a professional at all times when dealing with patients, visitors, physicians, volunteers, and fellow employees.

## **QUALITY OF WORK**

Assumes responsibility for professional customer service when working with the public, physicians, and other departments. Strives for excellence in following policies and procedures.

Utilizes positive communication skills when interacting with people who work for, are serviced by, or associated with the hospital, to ensure that persons receive the highest degree of attention and courtesy.

Maintains confidentiality of information received in the department and throughout the hospital by complying with strict confidentiality regulations per HIPAA requirements.

**SUPERVISED BY:** Dietary Service Supervisor

**ORGANIZATIONAL POSITION:** Dietary Department