

## Gonzales Healthcare Systems - Job Description

<b>Job Title: Cook</b>		<b>Department: Dietary</b>
<b>Employee Reports To: Food Service Manager</b>		<b>Employee Supervises: None</b>
<b>Exempt/Non-exempt Status: Non-Exempt</b>		<b>Employment Status: Full-Time</b>
<b>Employee Signature</b>		<b>Approval:</b>
<b>Date</b>		<b>Date</b>
<b>Position Summary</b>		
Responsible for cooking meals and food service for patients, retail menu, catering and special events		
<b>Position Qualification</b>		
<b>Education &amp; Licensure</b>	Serv-safe (or equivalent) food handler. High School Education or general education degree (GED) preferred; minimum of 2 years prior food preparation experience preferred.	
<b>Experience</b>	2 years of experience in a hospital, hotel or restaurant kitchen preferred	
<b>Physical Requirements</b>	Standing on hard surfaces for extended periods of time, walking, sitting, grasping, squeezing, keyboarding, wrist flexion, extension, lifting of 25# from the floor to waist, 50# from 30" high surface to surface, 15# overhead, kneeling, squatting, twisting, bending/stooping, pushing/pulling with 50# force while moving equipment, overhead reaching, climbing stairs/ladders.	
<b>Technology Requirements</b>		
<b>GHS Information Systems</b>	<b>SOFTWARE:</b>  Office 365  <b>WEBSITES:</b>  Brightly Health.edu UKG	
<b>Access Control</b>		
<b>Physical Access</b>	Standard Employee Access Dietary Access ER Access OB Access	

<b>Section 1. Core Behaviors – All Staff</b>	
	<b>Organizational Commitment</b>
1	Demonstrates a professional demeanor
2	Is committed to GHS's Mission, Vision, Values
3	Complies with Gonzales Healthcare Systems and departmental Policies
4	Demonstrates commitment to enhancing how GHS is viewed by others
5	Adheres to Attendance & Punctuality Policy
<b>B</b>	<b>Customer Orientation</b>
1	Advocate of the diverse needs & cultural values of ALL
2	Provides attentive service to ALL
3	Demonstrates respect, sensitivity & care in ALL
4	Protects confidentiality and privacy of ALL
5	Adheres to current GHS's Customer Service Standards
<b>C</b>	<b>Performance Focus &amp; Self-Management</b>
1	Organizes & prioritizes work duties
2	Works toward the continuing growth/development of staff

3	Sets & tries to surpass personal & work goals
4	Is aware of one's impact on others
5	Is flexible & adapts positively to new, different or changing situations
6	Asks questions, is informed & acts according to GHS's standards
7	Incorporates the PI plan principles into daily activities
8	Adheres to laws and regulations applicable to job function
<b>D</b>	<b>Team Orientation</b>
1	Acts to work cooperatively with & helps other team members
2	Participates in projects & is a good team player
3	Recognizes and acknowledges others for a job well done
4	Considers coworkers views & recommendations
5	Extends team work behaviors to ALL
<b>E.</b>	<b>Interpersonal Communications</b>
1	Effectively communicates with others in an effort to create mutual understanding
2	Works to find resolutions to problems
3	Encourages two way communications
4	Maintains focus on issues rather than personalities

<b>Section 2. Department Specific Duties and Responsibilities</b>	
<b>A.</b>	<b>Essential Duties &amp; Responsibilities</b>
1	Prepares all food items according to standardized recipes and designated production quantities
2	Must have a calibrated thermometer and keep food temperature records according to facility, local, state & federal regulation
3	Maintains a clean and organized work area throughout the day and follow departmental cleaning, sanitation and closing procedures.
4	Labels and dates all food items
5	Assists management in any way that is conducive to the successful and efficient operation of the kitchen
6	Adheres to facilities Policies and Procedures including the confidentiality and Patient's Rights Policies as outlined in the facility Policy & Procedures Manual.
7	Adheres to Facility's Emergency Preparedness Program, Occupational Safety and Health Administration (OSHA) and other mandatory programs
8	Works with other staff to ensure meals are batch cooked and served at specified times and replenished throughout the meal
9	Adheres to safety, sanitation, and proper food handling standards for kitchen including maintenance of current food handler card
10	Has any menu substitutions approved according to policy
11	Recognizes and adopts the appropriate menus and recipes to the specific needs of the patient/resident population
12	Maintains an on-going list of supplies and foods needed for recipes and replenishment when products are used
13	Must practice good personal hygiene and be neatly groomed in a company approved uniform
14	Performs other tasks that may be assigned
<b>B</b>	<b>Infection Control Duties and Responsibilities</b>
1	Follows Infection Control guidelines and policies for Gonzales Healthcare Systems.
<b>C</b>	<b>Safety Duties and Responsibilities</b>
1	Follows Safety guidelines and polices for Gonzales Healthcare Systems.