Cheyenne County Hospital District

dba Cheyenne Manor (A Nursing Care Facility)

P.O. Box 938, Cheyenne Wells, CO 80810

**JOB DESCRIPTION: COOK**

**Definition:**  The performance of duties of the Cheyenne Manor cook is to prepare daily menu items in accordance with local, state, and federal food standards, facility and department policies, and in accordance with the planned menu, in the time allotted, to ensure that residents/staff/guests receive high quality, adequate and accurate foods.

**Reporting**

**Hierarchy:** Reports directly to the Food and Nutrition Services Director.

**Goals:** The goal for this position is to ensure the provision of continuous quality care for all residents according to state and federal regulations, in a safe environment, that respects all people, and supports the mission, vision and values of the organization.

**Essential Functions, Duties and Responsibilities of the position include (but are not limited to):**

1. Review menus prior to preparation of food. Select food items from storage and prepare them for production.
2. Produce hot and cold foods according to the menu, production plans, special diets and standardized recipes. Prepare food in accordance with planned menus, standardized recipes and special diet orders.
3. Maintain production records accurately and consistently, according to Food and Nutrition Services Director Instruction.
4. Handle, store, and provide food and supplies following safe food handling practices to prevent food-borne illness.
5. Ensure that all food service policies and procedures, including Hazard Analysis of Critical Control Points (HACCP) procedures, are followed. Follow established safety, security, and sanitation practices.
6. Display and serve hot and cold foods in an appropriate and attractive manner in accordance with established portion control procedures.
7. Store food products and leftovers following established sanitary and safety guidelines.
8. Maintain and care for department equipment and supplies.
9. Follow established Infection Control and Universal Precautions when performing daily tasks.
10. Work with the facility’s clinical staff as necessary and implement changes as required. Ensure diet cards are being followed.
11. Receive and appropriately respond to oral and written communications and directions.
12. Create and maintain a positive atmosphere throughout the department and facility.
13. Identify resident requirements, seek feedback, and meet expectations on a timely basis.
14. Complete daily cleaning tasks and initial and date completed work.
15. Maintain confidentiality of all pertinent resident care information according to HIPPA regulations to assure resident rights are protected.
16. Maintain punctuality when reporting to work and leaving work.
17. In addition to the responsibilities described above, the role may include other responsibilities and duties as assigned on occasion, based upon Cheyenne Manor needs or requirements.

**Safety and Sanitation:**

1. Cooperates with dietary manager to ensure a safe and sanitary environment in accordance with state and federal regulations and laws.
2. Ensures that guidelines for lifting, bending, stooping, carrying, moving residents, etc. meets or exceeds OSHA regulations are followed.
3. Monitor use and handling of equipment to ensure safe usage and avoid waste or breakage.
4. Report any equipment needing repair to the dietary manager.
5. Completes cleaning as scheduled to ensure cleanliness and sanitization of department.
6. Follows and participates in, fire/safety and life/safety procedures and drills.
7. Reports any accident/incident or hazard occurring within the facility or on the grounds to appropriate personnel.
8. Follows infection control procedures, including but not limited too; frequent hand-washing and use of gloves for service occurs as required. Use of hair nets or covered hair is enforced. Does not wear jewelry or nail polish in accordance with regulatory requirement, it is strongly encouraged dietary staff do not wear fake nails but if they do they must wear intact gloves when preparing or serving food.
9. Assist dietary manager in ensuring all glasses and dishes are stored according to regulations as to not entrap moisture.
10. Ensure residents who are in isolation are served in accordance with isolation procedures according to infection control.
11. Follows infection control and body substance isolation procedures and precautions daily and ongoing.

**Working Conditions:**

1. There are inherent risks to working in the health care industry, and in a health care setting. Therefore, the employee must be aware that working in this facility may create a situation for fall risk, muscle strain, burn or other injuries as a direct result of working in this department and facility.
2. Employee will work with a variety of commercial grade equipment located in the kitchen area such as steam tables, ovens, stoves, utensils, commercial dishwasher, etc. Employee will use a variety of cleaning equipment to clean the area worked in.
3. While performing the duties of this job, the employee is constantly required to stand and walk; use of hands to handle, or feel and reach with hands and arms.
4. The employee is frequently required to walk; climb or balance; stoop, kneel, crouch, and talk or hear.
5. The employee must frequently lift, move, push and/ or pull 0-25 pounds by self and 25+ pounds with assistance.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
7. The Employee is constantly exposed to a variety of environments, including exposure to heat, water, grease, chemicals, electric and radiant hazards, noise, odors, unpredictable situations, and many interruptions.
8. The Employee is frequently exposed to wet and/or humid conditions in the kitchen/dishwashing area.
9. The noise level in the work environment is usually moderate.
10. Employee is occasionally exposed to patient demands.

**Qualifications and Education Requirements:**

1. Must support the mission, vision, and values of Cheyenne Manor.
2. Individual must be able to perform each essential duty satisfactorily.
3. Desirable to have a high school diploma or equivalency.
4. Must be able to read and write English.
5. Employee will receive on-the-job training.
6. Must be able to deal tactfully with others.
7. Must be able to function independently, be flexible, work harmoniously with residents, staff and visitors.
8. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other:**

1. This position is required to perform any other duties as assigned or directed by department manager.
2. Excellent sensory perception; ability to distinguish differences in taste, smell, vision and hearing to evaluate the quality of food.
3. Ability to manage time and resources effectively.
4. Ability to communicate effectively with co-workers
5. Must demonstrate the willingness and ability to learn and perform all duties required by Dining Services.
6. Develop and maintain a good working rapport with all food service personnel, as well as with other departments, residents within the facility, and guests to assure that food service can be properly maintained to meet the needs of the residents.
7. Ability to think critically, be detail-oriented, work well with peers, work under supervision, handle multiple interruptions, and work on multiple tasks throughout the day.
8. Must be able to use initiative and judgment in maintaining assigned area in a clean and orderly condition.
9. Must exhibit courteous, compassionate, and respectful treatment of residents, families, and co-workers.
10. Must display a positive attitude and flexibility in changing situations.
11. Adheres to and ensures enforcement of Resident Rights and HIPAA laws within the department, and participates in assisting the HIPAA Officer and Administrator in ensuring compliance for these in all other departments.
12. Attend and participate in in-service trainings within the department and facility.
13. Present professional image through dress, behavior, and speech.
14. Working hours are seven days a week, including holidays, Dietary manager schedules shifts and tries to accommodate all requests but not all requests may be accommodated 100% of the time.

It must be understood by the employee that this list in no way implies that these are the only duties or is an all-inclusive list of duties and responsibilities of this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position. This job description is not a contract and imposes no legally enforceable obligation on Cheyenne Manor. All Cheyenne Manor employees are employed at will. Employees, of Cheyenne Manor, may terminate the employment relationship at any time, with or without prior notice, warning, procedure or formality, for any reason or no reason. The at-will nature of Cheyenne Manor’s employees cannot be modified by any writing, by an oral communication, or by custom, habit or practice. In the event of a conflict between this disclaimer and any other statement, oral or written, present or future, concerning terms and conditions of employment, the at-will relationship confirmed by this disclaimer shall control.

I certify that this job description was provided to me and that I fully understand that I attest that I am able to perform all essential functions, duties and responsibilities of the job, as listed above.

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Printed Name: Date:

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