

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	<b>COOK</b>	<b>Grade</b>	
<b>Department</b>	Food Service	<b>Exempt</b>	
<b>Immediate Supervisor</b>	Dietary Manager	<b>Non-exempt</b>	<b>X</b>
<b>Supervisor next in line</b>	CEO	<b>Workweek</b>	<b>40</b>
<b>POSITION SUMMARY</b>			
Under indirect supervision prepares, cooks and services food items for meal. Maintains adequate stocks of food and supplies, does some baking and other food preparation including preparation of soft textured foods. Provides direction/guidance for food service workers. Prepares, serves, and does clean up for meals as scheduled. Works closely with manager to maintain communication and correct operation in department. Completes some ordering of food and supplies for department.			
<b>Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:</b>			
<ul style="list-style-type: none"> <li>● Actions and communications that contribute to a team concept and create a <b>positive</b> environment for <b>all</b> customers</li> <li>● Acceptable performance of essential and all job duties</li> <li>● Acceptable attendance record</li> <li>● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building</li> <li>● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct</li> <li>● Accountability for the consequences of own actions</li> <li>● Physical and emotional ability to perform essential functions</li> <li>● Acceptable background investigation results if required for position</li> </ul>			
<b>Minimum Education, Experience, Licensure, Certification required:</b>			
<p><b>On the job training</b> supervised by manager/dietitian, of sufficient length of time to allow for independent functioning.</p> <p><b>Ability</b> to read, write and to follow written/oral instructions.</p> <p><b>Experience</b> in cooking and special diet requirements.</p> <p><b>Experience</b> in baking and preparing quality food.</p> <p><b>Experience</b> in catered meal preparation and service.</p> <p><b>Ability</b> to provide guidance/monitoring for food service worker.</p> <p><b>Ability</b> to perform billing/ordering/general office work.</p>			
<b>ESSENTIAL FUNCTIONS/DUTIES:</b>			
(Must be able to perform with or without accommodation)			
1	Order food and supplies. Maintain cleanliness and supplies in kitchen.		
2	Responsible for preparation of quality foods for three meals daily		
3	Set up steam tables for meal service		
4	Assist in tray line with service of food, using accurate portion sizes, and serving food attractively		
5	Receive/record phone messages on patient/resident, nursing, and physician request/preferences.		
6	Prepare/assemble/deliver food/beverage items as needed.		
7	Wash pots and pans and maintain correct cleanliness/sanitation procedures in pots and pans area.		
8	Maintain high quality of food by preparing, serving, and storing correctly. Food service to include proper dishing of various foods, correct portion control, and proper handling of foods/beverages.		
9	Assist in placement of food in steam tables. Take temperatures of foods/beverages to assure proper service temperatures.		
10	Do preparation and clean up for meals. Assist in delivery of meal items to nursing home.		
11	Unlock doors and turn lights on. Turn on equipment. Turns off equipment at end of usage.		
12	Serve/wait on customers in a friendly welcoming manner.		
13	Keep areas in cafeteria and kitchen clean and stocked.		

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| 14 | Provide clean up after meal times. Clean cook's area. Sanitize area. Complete cleaning assignments as directed.        |
| 15 | Performs quantity conversions and substitutions of food items in recipes as necessary. Standardizes recipes as needed. |
| 16 | Completes other duties as assigned.  |

**Knowledge, Skills, Abilities:**

- Ability** to prepare food/beverage items using standardized recipe. Ability to prepare meals/ foods/etc. for catered functions, do complete preparation independently.
- Ability** to read, write, perform basic mathematical computations, follow written and verbal directions.
- Willingness** to attend inservice programs and ask questions to maintain and improve knowledge level.
- Ability** to perform assigned/routine duties independently and accurately with minimal/reasonable supervision or assistance.
- Ability** to adapt to fluctuations in work load.
- Judgement** to seek guidance and direction when needed for performance of duties; and ability to recognize, establish and respond to priorities.
- Communication** skills to effectively relate to/co-workers, visitors, and the general public, our customers, and food service worker as a worker who provides guidance and monitoring.
- Ability** to work under stressful conditions.
- Willingness** to assume additional duties when requested, and to offer assistance to others when indicated.
- Adheres** at all times to technical and ethical standards of his/her job description and the overall philosophy of CMMC.

**OCCUPATIONAL EXPOSURE for this position:**

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
<b>X</b>	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE for this position:**

	<b>Radiation</b>	
<b>X</b>	<b>Noise</b>	Operation of equipment in kitchen.
<b>X</b>	<b>Other (Specify)</b>	Wet/soiled floors (occasionally).

**PHYSICAL DEMANDS:**

(Essential functions strength rating for position - see Job Analysis)

	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
<b>X</b>	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date