

Hospice of Southern Maine

Position Description

Title:	Cook	Reports to:	House Manager
Primary Location:	Gosnell Memorial Hospice House	FLSA Class:	Non-Exempt
Supervises:	None	Effective Date:	06/14/2016

Position Summary:

The cook is responsible for preparing quality, cost effective food service, complying with all applicable sanitation, health and personal hygiene standards and following established food production programs and procedures. The cook is responsible for appropriate use of facility supplies and equipment to minimize loss, waste and fraud.

Qualifications:

1. Education: High School Diploma, demonstrated ability to read and write
2. Experience: Minimum of one year experience in food services preferred; medical community preferred
3. License/Certification: Serv-Safe Certification preferred. Valid driver's license with an automobile that is insured in accordance with state and/or agency requirements and is in good working order.

Essential Duties & Responsibilities:

1. Performs all duties and responsibilities in accordance with basic principles and guidelines of professional food service.
2. Collaborates with dietician to prepare menus as needed.
3. Prepares a variety of food item in a tasteful, cost-effective manner; to include baked items and desserts, meats, fish, poultry, shellfish, vegetables, fruits, garnishes, soups and sauces according to accepted food service standards
4. Performs work which involves cooking according to standard recipes
5. Keeps kitchen work area neat and tidy at all times
6. Performs daily general kitchen and dining room cleaning. (counters, pots, stove, utensils, dishes, etc)
7. Plans and coordinates food production to meet serving schedules.
8. Monitors food for quality and seasoning and makes corrections as needed.
9. Stores any leftovers according to industry standard and utilize them when appropriate.
10. Manages daily food inventory: stock shelves, develop grocery list, placing rotation dates on food.
11. Tracks temperatures for refrigerator, freezer and dishwasher.
12. Cleans kitchen area: except floors; including regular cleaning of refrigerator and freezer.
13. Ensures meals are delivered at the right time, right temperature and following patient request
14. Assists with meeting budgetary guidelines.
15. Requires knowledge of basic kitchen equipment:
 - a. Demonstrates safe and correct use of knives, hand tools and utensils in preparing and serving.
 - b. Demonstrates safe and correct use of stove, convection microwave, and other mechanical equipment.
16. Uses knowledge regarding meal components and notifies supervisor of any variances to standard.
17. Performs additional duties as assigned.

Other Job Functions:

The following is a list of responsibilities of this position, but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Anticipates problems and suggests appropriate solutions.
2. Collaborates with house staff regarding potential needs of patients on a daily basis
3. Assists with orientation of new staff as assigned.
4. Shares expertise with others through education and collaboration
5. Carries out duties and responsibilities of position in a manner that exemplifies excellent customer service.
6. Meets standards for continuing education hours.
7. Offers suggestions to improve policies, procedures, and services in appropriate manner and time.
8. Provides for a safe environment for patients, guests, visitors and employees. Reports unsafe environments/practices to supervisor in a timely manner.
9. Reports patient and employee incidents according to Agency protocols.
10. Participates in department and Agency projects and committees as needed.
11. Attends mandatory meetings and in-services, unless excused in advance by Supervisor.

Required Skills, Abilities & Knowledge:

1. Works with diverse social and economic situations without imposing own values on patient or family maintains appropriate professional boundaries.
2. Portrays a positive attitude towards the Agency by supporting its mission, vision, values, policies and procedures.
3. Promotes calm, home-like atmosphere within dining area; including assistance for families with kitchen items and equipment.
4. Demonstrated working knowledge of baking, frying, roasting, steaming, broiling, grilling, serving and carving.
5. Demonstrates knowledge and support of agency's safety and OSHA policies.
6. Demonstrates use of safety judgment on a case-by-case basis.
7. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.
8. Utilizes proper body mechanics and safe working techniques.
9. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
10. Adheres to all Agency, State, and Federal policies and procedures, laws, and regulations which are relevant to job responsibilities.
11. Demonstrates flexibility, versatility and a positive attitude in integrating additional duties.
12. Represents HSM to the community in a positive manner.
13. Demonstrates effective listening skills when communicating with others.
14. Ability to work independently, while collaborating with other team members.
15. Ability to work with patients/families of all ages.
16. Ability to evaluate a situation quickly and respond appropriately.
17. Self motivated and self directed.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb	X		
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel			X
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature			X
Exposure to blood borne pathogens and infectious disease	X		
Exposure to hazardous materials	X		
Repetitive Motion		X	

Visual Requirements:

1. The worker deals with kitchen equipment at or within arms reach.
2. Must be able to see to complete job duties as assigned

Mental Requirements:

1. Requires the ability to plan and perform a wide variety of duties requiring general knowledge of policies and procedures. Requires considerable judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee's Signature _____ **Date** _____