



Wallowa County Health Care District

JOB TITLE: Cook

FLSA STATUS: Non-Exempt - Union

DEPARTMENT: Food Services

DATE: January, 2020

REPORTS TO: Food Services Supervisor

APPROVED BY: Administrative Director of Food Services

JOB SUMMARY:

This position is in constant contact with the public and must exhibit behavior that exemplifies our mission statement to "Provide Premier Health Care". As an employee of WMH, you are the patient experience. This position is skilled cook's work involving the preparation of meat, fish, poultry, vegetables, potatoes, rice, pastas, soups, sauces, casseroles, sandwiches, desserts, baked goods, etc. as determined by the current posted menu for hospital patients, employee/visitor cafeteria, and in-house catered events. This person reports directly to the Food Service Supervisor.

MISSION, VISION & VALUES:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES & RESPONSIBILITIES:

Include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares soup for the cafeteria when needed and patient lunch according to the menu.
- Cooks the breakfast meats for the cafeteria and patient breakfast morning of service and the hot cereal of the day (Monday-Friday).
- Prepares breakfast, lunch and dinner for hospital patients following approved menu, recipes and tallies.
- Assures that therapeutic recipes and dietary guidelines are followed for special therapeutic diets (Diabetic, Low Sodium, Renal, Cardiac, Low Fat, etc.) and prepares foods for texture modified diets – easy to chew, soft and bite-sized, minced and moist, pureed, or liquidized.
- Uses proper measurements/scoops/serving utensils.
- Tastes all products prepared to assure they meet the standard of quality of the facility.
- Prepares hot/cold foods and assists with in-house catered events as assigned.
- Prepares plate garnishes the day of for breakfast, lunch and dinner.
- Assists in pulling/prepping items according to the cafe menu and patient needs.
- Rinses pots, pans, and cooking utensils and puts on dirty dish cart for the dishwasher to wash and sanitize. Removes pans and utensils from tray line steam table and takes to dish room for the dishwasher to wash and sanitize.
- Operates cooking equipment and uses kitchen utensils in a safe manner to avoid accidents.
- Maintains equipment in high degree of cleanliness, using assigned cleaning schedule as a guide. Must initial chores completed on cleaning schedule.
- Keeps knives sharpened.
- Sets up food in steam tables no sooner than 30 minutes before service time and fills plates using proper portion control and appropriate garnishing to make plate look appealing.
- Functions as a member of tray line, assembling meal trays for patients along with the assistance of the diet aide.
- Able to complete assigned duties in a timely manner and have meals ready to deliver to the patient wings at set meal times – Breakfast 7:30 a.m. Lunch 12:00 p.m. Dinner 5:00 p.m.
- Prepares meals for patients between set meal times as needed.
- Able to provide technical advice to Diet Aide, Cafeteria Aides and Dishwasher in absence of Food Service Supervisor.



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- Assists other food service employees in keeping walk-ins, freezers and storerooms in an organized manner and emptying the trash cans in their work area.
- After departure of dishwasher on weekday shifts, (Monday-Friday), washes and puts away cooking utensils/pots/pans and dinner trays from patient wings. With assistance from Diet Aide, does final close down and cleaning of department – rinsing out of dish machine, cleaning and sanitizing dish room counter tops and carts, trash removal and floor cleaning.
- Order food as needed in the absence of Food Service Supervisor.
- Checks in deliveries from various vendors (U.S. Foods, FSA and Pepsi) as needed in the absence of the Food Service Supervisor and puts away items.
- Handles and prepares foods according to health department food safety guidelines and maintains foods within proper temperature standards, recording food temperature on approved forms.
- Responsible for the following health department food safety guidelines in kitchen/dish room/storage area by wearing proper protective clothing (gloves, hair net, apron, shoes)
- Dates and properly stores all food.
- Discards food past 3 days of date.
- Records number of meals served on approved form.
- Records walk-in freezers, walk-in refrigerator and up-right freezer temperatures on approved form. Alerts maintenance or food service director of any temperatures out of range.
- May be responsible for employee scheduling in absence of Food Service Supervisor.
- Uses Corporate Safeway card to obtain food and supplies from store when needed.
- During periods of low census, assumes the duties of the dishwasher and diet aide.
- Assists with data entry for stocking sheets and cafeteria and patient meal counts.
- Reports repairs needed to maintenance in absence of supervisor or submits them to maintenance with approval from supervisor.

Must have the willingness to put the customer first in everything you do. Is in constant contact with the public

DUTIES PARTICULAR TO ASSIGNED DAYS:

SUNDAY/MONDAY/TUESDAY COOK:

- Pulls breads, buns, and meats, and preps other items indicated on the café pull list. .
- Prepares the weekly cook's menu pull list.
- Fills floor stock requests for nourishment room, activity room, ER, and physician lounge on Sundays and also when dishwasher is on low census. Prepares the sandwiches needed for the daily nourishment stocking when requested by the dishwasher. Keeps TV dinners prepared and stocked in freezer for nourishment room and physician lounge.
- Is responsible for cleaning two (2) ovens.
- In absence of a dishwasher on Sundays, washes pots, pans, utensils, and tray line pans and utensils and meals trays from patient wings with assistance from Diet Aide for all three meals.

WEDNESDAY COOK:

- Prepares breakfast biscuits and gravy for cafeteria
- Fills floor stock requests for nourishment room, activity room, ER, and physician lounge when dishwasher is on low census. Prepares the sandwiches needed for the daily nourishment stocking when requested by the dishwasher. Keeps TV dinners prepared and stocked in freezer for nourishment room and physician lounge.

THURSDAY/FRIDAY/SATURDAY COOK:

- Fills floor stock requests for nourishment room, activity room, ER, and physician lounge on Saturdays and also when dishwasher is on low census. Prepares the bowls of soup and sandwiches needed for the



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daily nourishment stocking when requested by the dishwasher. Keeps TV dinners prepared and stocked in freezer for nourishment room and physician lounge.

- In absence of a dishwasher on Saturdays, washes pots, pans, utensils, and tray line pans and utensils and meals trays from patient wings with assistance from Diet Aide for all three meals.
- Is responsible for cleaning two (2) ovens.

SUPERVISORY RESPONSIBILITIES:

In the absence of the Food Service Supervisor, the cook oversees the Diet Aide, Cafeteria Aides, Dishwasher, and any Food Service Support employees. In these instances, the cook is responsible for submitting employee absence reports to the Food Service Supervisor when an employee reports in absent/sick, or is sent home sick, and must find replacement staff to cover the vacant shift.

QUALIFICATIONS & EXPERIENCE:

- High school diploma or equivalent education is preferred.
- Current Food Handler Certificate required or ability to obtain in 30 days.
- Computer skills required (operating point of sale system in cafe, checking email, basic understanding of Word, and Excel applications, using other programs as needed).
- Ability to read and write and to follow written and oral instructions.
- One years' experience as a cook preferred.
- The ability to calculate recipes and prepare proper amounts as needed.
- Ability to communicate effectively with Food Service Supervisor and other Food Service employees.

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Service Orientation — Actively looking for ways to help people.
- Speaking — Talking to others to convey information effectively.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Time Sharing — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).



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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to extreme heat or cold. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is consistently moderate.

WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

I have read and understand the above job description.

Employee Signature

Date