

## Cook Job Description

<b>Job Title</b> – Cook	<b>Reports to:</b> Food Service Manager					
<b>Job Code-</b>	<b>Overtime Status:</b> <u>Exempt (not eligible)</u> <input checked="" type="checkbox"/> <b>Non-Exempt(eligible)</b>					
<b>Department</b> – Food Service	<b>Prepared by:</b>			<b>Date:</b>		
<b>Facility</b> -	<b>Approved by:</b>			<b>Date:</b>		
<b>Job Summary</b> <p>The incumbent will be responsible for the preparing, cooking, storing of food for patients, staff, and guests within the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of hospital food service systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>						
<b>Supervises</b> <ul style="list-style-type: none"> <li>None</li> </ul>						
<b>Primary Responsibilities</b> <ul style="list-style-type: none"> <li>Prepares menu items according to standard recipes</li> <li>Maintains equipment in kitchen to standard</li> <li>Maintains kitchen area to state required sanitary standards</li> <li>Completes all tasks on duty while adhering to safety standards and policies of the hospital</li> </ul>						
<b>Other Responsibilities</b> <ul style="list-style-type: none"> <li>Attends staff meetings</li> <li>Completes continuing education credits as needed</li> <li>Serves meals to hospital staff, and guests when volume requires</li> </ul>						
<b>Education/Certifications/Licenses</b> <ul style="list-style-type: none"> <li>High School Diploma or GED equivalent</li> <li>Culinary training degree preferred</li> <li>Current city/state food service/ sanitation license</li> </ul>						
<b>Experience</b> <ul style="list-style-type: none"> <li><b>Required - 2 years</b> experience in high volume restaurant environment</li> <li><b>Preferred - 2 years</b> experience in health care environment</li> </ul>						
<b>Special Skills/ Equipment</b> <ul style="list-style-type: none"> <li>Proficient in use and maintenance of kitchen equipment</li> <li>Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred</li> </ul>						
<b>Contacts</b>  Internal patients, providers, staff, and volunteers  External patients and providers						
<b>Physical, Mental Demands/Working Environment</b> <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i>						
<b>General Activity</b>	<b>Number of Hours</b>					
		<b>None</b>	<b>1-2</b>	<b>2-4</b>	<b>4-6</b>	<b>6-8</b>
	Drive	<b>X</b>				
	Sit		<b>X</b>			
	Stand				<b>X</b>	
Walk			<b>X</b>			

Cook Job Description continued

<b>Motion</b>		<b>Up to 1/3 of shift</b>		<b>1/3 or more of shift</b>
	Bend	X		
	Squat	X		
	Crawl			
	Climb			
	Reach	X		
	Lift	X		
	Carry	X		
	Push	X		
	Pull	X		
Twist	X			
Turn	X			
<b>Use of Hands and Feet</b>		<b>Gross Motor Function</b>		<b>Precise Motor Function</b>
	Right Hand	X		
	Left Hand	X		X
	Right Foot	X		
Left Foot	X			
<b>Weight Lifted/Force Exerted</b>		<b>Up to 1/3 of shift</b>		<b>1/3 or more of shift</b>
	Up to 10 pounds			
	Up to 25 pounds			
	Up to 50 Pounds	X		
	Up to 100 pounds			
More than 100 pounds				
<b>Body Fluid Exposure</b>	<b>No <u>XX</u></b>		<b>Yes</b>	
<b>Mental Demands</b>		<b>YES</b>		<b>YES</b>
	Attention Span	X	Memory	X
	Concentration	X	Patience	X
	Conceptualization	X	Problem Solving	X
Influence People	X	Relate to Others	X	
<b>Working Environment</b>		<b>YES</b>		<b>YES</b>
	Indoor	X	Loud Noise	X
	Outdoor		Fumes	
	High Temperatures	X	Confined Areas	X
Low Temperatures	X	Radiation Area		

List any other physical requirements: [type here]

**Disclaimer**

*NAME OF HOSPITAL GOES HERE* does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

\_\_\_\_\_  
Employee-Print Name and Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor-Print Name and Date

\_\_\_\_\_  
Supervisor Signature