

**MOUNTAINVIEW MEDICAL CENTER  
JOB SUMMARY**

**POSITION TITLE:** Cook

**DEPARTMENT:** Dietary

**JOB CODE:** Cook

**CLASSIFICATION/GRADE:** Non-Exempt

**HOURS:** Rotating schedule

**JOB SUMMARY:**

Plans food preparation by following menus daily. Prepares and documents adequate substitutions as needed. Assists with counting food inventory monthly. Oversees and participates in the assembly, cooking, baking and seasoning of foods. Adheres to sanitary procedures for handling, cooking, and serving food. Ensures that food is served in an attractive, timely manner using portion control. Cleans cooking equipment and maintains workstation in a clean and orderly manner. Accurately records food temperatures, substitutions and equipment temperatures. Observes mealtime in dining room and communicates with nurses aides in regard to resident intake. Does daily cleaning as scheduled. Other duties as assigned.

**EDUCATION, TRAINING AND EXPERIENCE; CERTIFICATION/LICENSURE:**

High School Graduate or GED required. Education and experience in food service preferred.

**SPECIAL EQUIPMENT, SKILLS OR OTHER REQUIREMENTS:**

Must be able to operate and maintain standard kitchen equipment. Demonstrated knowledge of basic principles of nutrition. Good communication and interpersonal skills.

**WORK ENVIRONMENT AND HAZARDS:**

Hazards include risk of exposure to communicable disease and household chemicals, heat and humidity, and cold. Risk of injury from operation of equipment.

**WORK CONTACT GROUP:**

All departments, personnel, patients, residents and visitors.

**SPECIAL PHYSICAL DEMANDS:**

Stands and walks for most of the working day. Light to moderate lifting (25 pounds). Must be able to bend, stoop, push and pull.

**SUPERVISED BY:** Dietary Manager

**SUPERVISES:**

**CAREER PATH:** Dietary Manager

Supervisee: \_\_\_\_\_

Supervisor \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Appraisal Date \_\_\_\_\_