

**MOUNTAINVIEW MEDICAL CENTER  
JOB SUMMARY**

**POSITION TITLE:** Prep Cook

**JOB CODE:** Prep Cook

**DEPARTMENT:** Dietary

**CLASSIFICATION/GRADE:** Non-Exempt

**HOURS:** Rotating schedule

**JOB SUMMARY:**

Performs routine assignments in cafeteria, kitchen, dish room, or patient tray line, such as serves food from counter of steam table; pours beverages; set out individual services of salads, appetizers, desserts etc.; relieves cooks of simpler duties such as opening cans, preparing vegetables, making coffee, etc.; scrapes and racks dishes on dishwashing line; may clean pots, pans and other utensils; helps put away foods after serving periods and performs other related tasks.. 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 \_\_\_\_\_