

Dilkon Medical Center

Job Vacancy Announcement #DDH-24-26

Closing Date: Open Until Filled



POSITION TITLE: Cook Helper

DEPARTMENT: Nutrition and Food Services

Position Summary:

Under general supervision of the Food Service Manager, the Cook Helper assists in the preparation and cooking of various food items. Maintains food safety and sanitation standards in the preparation and kitchen areas. Upholds the principles of WIHCC's Vision, Mission and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Adheres to patient food productions and meal serve schedules.
- Ensures all WIHCC and Hospital Accreditation agency and other regulatory requirements governing the food service department are met; USDA, OEH, FDA, UNSDS.
- Prepares food for complex diets per patient menus and Cafeteria meals.
- Proportions ingredients in recipes while maintaining the original balance between ingredients quantities and the number of portions needed.
- Prepares food as specified on the menu and food production sheet(s). Makes appropriate substitutions, when needed.
- Reads and utilizes standardized recipes. Follows measuring and preparation instructions.
- Receives patient and cafeteria food production schedules daily/weekly.
- Performs food preparation and cooking tasks for all types of hot and cold menu items, using appropriate quantity cooking methods. Prepares food to preserve nutrition value, color, palatability, acceptability, and present it attractively.
- Assists with food preparations and forecast upcoming events. Assists the Assistant Food Service Manager and cook for patient care services, cafeteria meals and special events.
- Applies food service storage principles for proper storage of foods and supplies.
- Assists the Cook with coordinating and monitoring Food Service Workers.
- Serves hot and cold foods for patients and cafeteria tray line utilizing standard portions, and appropriate serving utensils.
- Provides meal preparation, meal production, meal delivery, food/non-food inventory and keeping the department cleaned and sanitized.
- Evaluates timeliness, quality, flavor, appearance and as served of prepared foods and conformance to departmental standards.
- Applies food preparation principles understanding of the physical changes that occur during the processing and cooking of food.
- Works closely with the Food Service Staff, Food Service Food Service Management, Health Technicians, and Clinical Dietitians to accomplish the goals and objectives of the department.
- Follows instructions using policy and procedures, and using good judgment in prioritizing food production duties and work objectives, planning and organizing time and steps to maximize outcomes.
- Monitors and maintains a safe working environment for all employees.
- Documents time and temperature for all food storage areas, including monthly reports.
- Maintains data/documentation required for the Hospital Accreditation, Infection Control, Office of Environmental Health, I-Star and assists with data collections, as needed.
- Initiates and submit work orders as problems are identify with food service equipment, food services area and utilities.
- Assists with supply inventory when the Food Service Assistant Manager is unavailable.
- Orders, receives and checks food deliveries using proper procedures as required by the department.
- Documents food substitutions made on the menus, and notifies the diet office and cook.
- Participates in meal rounds to discuss food preferences, food allergy, food tolerance and survey patient satisfaction with meal service.
- Upholds all principles of confidentiality and patient care to the fullest extent.

- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School Graduated or GED required. One year cooking experience involved in the preparation of food in a kitchen required. Current Food Handler's permit required. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability

- Knowledge of cleaning, sanitation, infection control requirements.
- Knowledge of basic food handling principles.
- Knowledge of basic food storage methods.
- Knowledge of effectively coordinating food preparation, cooking and serving meals.
- Knowledge of basic food seasoning, texture, cooking time & temperature.
- Knowledge of basic food preparation and service of regular routine standardized recipes.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledge of basic personal hygiene standards.
- Ability to be dependable in attendance and job performance.
- Ability to perform basic food service math using measuring containers and weight scales.
- Ability to substitute ingredients when shortage occur.
- Ability to effectively operate kitchen equipment.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in a kitchen setting with moderate to high noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals, hot liquids, sharp cutting blades, hot and cold working surfaces, extreme temperature changes, humidity, slippery floors, and enclosed areas. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.