

Dilkon Medical Center

Job Vacancy Announcement #DDH-23-122

Closing Date: Open until filled



POSITION TITLE: Cook

DEPARTMENT: Nutrition and Food Services

Position Summary:

Under general supervision of the Food Service Manager, the Cook is responsible for preparing quality food service to patients, staff and visitors by providing the essential foods and non-food items for preparation of meals that include cleaning, sanitation, supply/inventory and safety information. 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 production and meal service schedules.
- Ensures all WIHCC and Hospital Accreditation agency and other regulatory requirements governing the food service department are met; USDA, OEH, FDA, UNSDS.
- Works as a team leader with limited leadership duties, under the direction of the Food Service Manager.
- 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.
- Assists and maintains department food and non-food budget related processes and goals.
- Provides meal preparation, meal production, meal delivery, food/non-food inventory and keeping the department cleaned and sanitized.
- Prepares, cooks, serves foods for complex diets based on menus, production sheets, nutritional system, cardex information, Physician/Registered Dietitian requests
- Plans, coordinates, prioritizes, schedules and observes time management to ensure all meals are accomplished.
- 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.
- Reviews menu and standardized recipes with other food service employees to assure that all food items are made and served correctly and on time. Assist in training employees and advises them on work improvement methods.
- Orientates new employees with food service methods.
- Works closely with the Clinical Dietitians, Health Technicians, Food Service Staff and Food Service Management to accomplish the goals and objectives of the department.
- Maintains and updates patient Food Allergies and Food Intolerance, from the diet office and Dietary staff. All Food Allergies and Food Intolerances will be noted on to the food production sheets and food recipes.
- Coordinates daily huddle/meeting with the food service staff and the Dietary Office Clerk to update patient food production changes or substitutions, food allergy/tolerance, new/discharged inpatients and inpatients room changes.
- Modifies recipes, food production and yield adjustments amounts based on food production sheet(s), history and potential for patients/customer participation.
- Manages food preparations and forecast upcoming events. Plans with the Assistant Food Service Manager to meeting patient care services, cafeteria meals and special events.
- Applies food preparation principles and a practical understanding of processing, cooking, storage methods, and hot/cold holding of foods.
- Documents all food production/menu substitutions and notifies other pertinent parties of the substitutions immediately, following the policies and procedures of the department.
- Adheres to department Food Temperature policy and procedures for proper cooking temperatures.
- Documents and maintains records of food waste, food temperatures, refrigerator/freezer temperatures, dishwasher/three compartment sanitizer PH level, and HACCP etc.
- Monitors and maintains a safe working environment for all employees. Observing sanitation and providing supplies for hand washing, personal protective equipment (PPE); gloves, goggles, face shield, apron etc.

- 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 submits work orders as problems are identified with food service equipment, food services area and utilities.
- Assists with supply inventory when the Assistant Food Service Manager is unavailable. Orders, receives and checks food deliveries using proper procedures as required by the department.
- Requires completion of tasks or duties assigned by a supervisor.
- 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. Two years quantity cooking experience required. Current Food Handlers 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 basic cleaning, sanitation, infection control requirements.
- Knowledge of basic food handling principles.
- Knowledge of basic food storage methods.
- Knowledge of basic coordinating food preparation, cooking and serving meals.
- Knowledge of appropriately seasoning food, 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 appropriately 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 a 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.