



Cook

Reports to: Inpatient Team Lead RN

Classification: Non-exempt

Status: Full-time

Job Summary:

Prepares patient meals, menus and maintains the hospice home kitchen in accordance with state and federal regulations. Will alternate between the Kloefkorn and Chapman Homes.

Essential Functions

1. Prepares alternative foods that allow patients to have choices that are varied, nutritious and appeal to diverse tastes.
2. Delivers and picks up meal trays from patient rooms.
3. Meets with all new admissions to determine and document patient's allergies and food preferences.
4. Stocks kitchen with a variety of snacks & meal alternatives.
5. Serves meals that are attractive, appropriate, and inclusive of individual patient preferences.
6. Maintains a sanitary kitchen and dining area that meets regulatory standards, for safe food handling.
7. Ensure all food items in kitchen and pantry are labeled, dated, and have not expired.
8. Creates a welcoming environment for staff, patients & families.
9. Pick up food from Wyoming Medical Center on PRN basis.
10. Inventory kitchen needs and prepare bi-weekly online grocery orders for Sams Club/Walmart.
11. Pick up food and supplies from local vendors as needed.
12. Is knowledgeable of all policies and procedures related to job performance.
13. Possesses knowledge of and utilizes proper lifting techniques.
14. Other duties as assigned.
15. Attends mandatory meetings.
16. Caters simple meals/ snacks/ refreshments for organizational meetings and events.
17. Plans and prepares quick to assemble meals for supper and other times when a cook is not present.

Required Knowledge, Skills, and Abilities:

1. Able to function within the team concept.
2. Able to accomplish multiple tasks within limited timeframe.
3. Must have knowledge of state and federal kitchen regulations.
4. Able to lift and transfer trays of food, supplies and food bank orders.
5. Must be able to work in a variety of positions including but not limited to stooping, kneeling, crouching, crawling, sitting etc.
6. Must have dependable transportation and a valid Wyoming Driver's License.
7. Willing to become BLS certified and maintain certification.
8. Will successfully complete the Safe Cooking Course and Wyoming Food Bank Course.

Education and Experience:

1. Experience in cooking in a healthcare environment preferred.
2. Experience in cooking for large numbers of people.

Reviewed	Revised
MC 12/5/05	MC 7/11/07
M.C. 1/29/08	MC 10/15/08
MC 2/3/09	MC 2/25/11
KB 1/11/21	