

KIOWA COUNTY MEMORIAL HOSPITAL

JOB DESCRIPTION

Position ID #

POSITION Dietary- Cook-Aide Full time 32 – 40 hours/week

SUMMARY Full time dietary position. Will assist with cooking, dishwashing, and cleaning responsibilities. Must be available to work days, evenings, and weekends. Differential pay for weekends.

EXPERIENCE REQUIRED Basic food preparation and cleaning knowledge is preferred but not required.

SKILLS AND ABILITIES

1. Must be able to stand or move around over an extended period of time.
2. Must be able to lift up to 30 pounds.
3. Must be able to read recipes and have basic math skills.

ESSENTIAL RESPONSIBILITIES

1. Follow all policies and procedures required in food prep and sanitation.
2. Implement and follow specific time frames needed for the completion of tasks and responsibilities.
3. Must plan and prepare accordingly to complete all tasks and job requirements.
4. Follow instructions from other dietary employees.
5. Plan and prepare high quality meals for patient care at specified times.
6. Follow proper techniques for hand washing and machine loading of dishes.
7. Follow proper dish handling techniques.
8. Be able to work fast to keep up with work flow.
9. Basic and specified cleaning tasks including: sweeping, mopping, and sanitizing counters and appliances, cleaning walls, ceilings.
10. Must be able to operate basic kitchen equipment: stove, microwave, oven, and grill.
11. Performs other related duties as required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION Reports to the Director of Dietary

PHYSICAL REQUIREMENTS

Physical ability to stand or move around over an extended period of time. Must be able to lift up to 30 pounds.

MACHINES TO BE USED

Position requires knowledge of use for stove, microwave, oven, grill, and other basic kitchen appliances.

ENVIRONMENTAL

Indoor, general hospital environment.

SPECIAL SKILLS

TRAINING AFTER HIRE

Training programs that apply to position or enhance job performance will be required. Hospital wide in-service attendance will be required.

SPECIAL LICENSES REQUIRED

None

DESIGNATION FOR ACCESS TO HEALTH INFORMATION

Choose appropriate designation

- Demographic information only
- Financial information only
- Clinical information only
- All patient information for patients receiving physical therapy services



I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital operated under lease by Great Plains of Kiowa County, Inc. (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical.

Employee signature/date