

DAVIS COUNTY HOSPITAL
Job Description

JOB TITLE: Culinary Coordinator

DEPARTMENT: DIETARY

JOB GRADE: Exempt

APPROVED BY:

FORMER REVISION: New

LATEST REVISION: New

LATEST REVIEW: 1/10

This job description covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.

JOB SPECIFICATION:

Education/Experience:

High School diploma or equivalent. Culinary arts/chef program graduate required. ServSafe (equivalent) certified, or willing to become certified within 6 months of employment. Hospital will pay for class and 1 retake of test (if necessary). Second retake of test will be at employee's expense. If employee fails to pass ServSafe certification, employee will be subject to dismissal.

Experience:

Two Years institutional cooking/ chef experience preferred.
Two years in a health care facility preferred, but not required.

REPORTING RELATIONSHIPS:

Reports to: Dietary Manager/Dietitian

Supervises: Nutritional Services Staff when manager is not present

ESSENTIAL FUNCTIONS:

1. Assist in the development and revision of recipes prepared by the Dietary Department
2. Assess and assist in the development of skills of Dietary personnel to meet the needs of the department.

3. Enhance customer service relationship between Dietary Department and the medical staff, nursing, and other patient care services to promote customer satisfaction.
4. Participate in hiring new personnel along with orienting and overseeing the training of new Dietary personnel.
5. Participate in menu planning and recipe development that assist in meeting the nutritional and psychological needs of patients and residents with Dietitian and other Dietary personnel keeping within budgetary allowances, available personnel, equipment, and seasonal availability of foods, keeping in mind ethnic, cultural, and religious dietary habits of the clients.
6. Participate in the planning of special meals and events with the Dietitian and other Dietary personnel.
7. Oversight of Dietary personnel to ensure quality food preparation techniques that meet the most recent FDA Food Code, the city codes, and the Iowa Department of Inspections and Appeals standards.
8. Support and promote Davis County Hospital behavioral standards.
9. Establish and maintain effective professional working relationships with coworkers, management, vendors, and customers.
10. Support and promote Davis County Hospital strategic planning/directives.
11. Adheres to and promotes the established values of the organization, ie: customer service, safety, HIPPA compliance standards and all others.
12. Other jobs as assigned.

MARGINAL FUNCTIONS:

1. Place food in hot food table for serving.
2. Label and date all leftovers.
3. Check freezers and refrigerators for any leftovers that can be used.
4. Document refrigerators and freezers temperatures on log sheet.
5. Keep cooking area clean. Cleaning includes but not limited to: convection ovens, steamers, steam kettles, stovetop, cooks table and drawers.
6. Assist in putting groceries away when storeroom tech is absent.

WORKING CONDITION:

Worker is exposed to hot humid environment and machine noise.

Worker is in and out of cold and freezing temperatures.

Worker is exposed to chemicals and powders.

Worker is subject to cuts, burns, and wet floors.

PHYSICAL ACTIVITY REQUIREMENTS: Constant=67-100% of work day

Frequent=34-66% of work day, Occasional=33% of less

CONSTANT

Talking to exchange or express ideas by means of the spoken word both by phone and in person.

Hearing to receive detailed information through oral communication in person.

Standing particularly for sustained periods of time while preparing and serving food.

FREQUENTLY

Stooping, bending, kneeling, crouching, to obtain pots and pans and supplies with freedom to choose between positions.

Lifting: Rising roasting pans up to 50 pounds from lower oven to the worktable.

Reaching: Extending hands and arms in any direction such as placing pans into ovens.

Repetitive Motions: Substantial movements of the wrists, hands and or fingers during stirring.

Feeling: Perceiving attributes of food such as shape, temperature or texture by touching with skin particularly that of fingertips and with gloves.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug pots and pans in a sustained motion.

Pushing: Using upper extremities to press against something with steady force in order to thrust pots and pans forward, downward or outward.

OCCASIONAL

Grasping: Applying pressure to serving utensils with the fingers and palms.

Climbing: Ascending or descending stairs when elevators are nonfunctional or in emergency situations, or when using step stools or ladders.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally and or up to 20 pounds of force frequently and or up to 10 pounds of force constantly to move objects.

VISUAL ACTIVITY REQUIREMENTS:

Work requires reading of standardized recipes, thermometers, temperature settings, operation of meat slicer and other equipment as job requires.

Adaptability to accepting responsibility for direction, control, or planning of an activity.

Adaptability to performing repetitive work or to perform continuously the same work, according to set procedures, sequence or pace.

Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations or situation in which working speed and sustained attention are make or break of the job.

Adaptability to situations requiring the precise attainment of set limit, tolerances or standards.

Adaptability to performing a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure.

Ability to maintain both a high standard of courtesy and cooperation in dealing with co-workers, patients and visitors.

Is knowledgeable and practices all sanitation and infection control policies.

Knows where located and responds to all sections of the Safety Manual and MSDS book.

Is knowledgeable and practices confidentiality policy.

Annual Review:
