



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE COOK II	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT NUTRITION & DIETETICS
4. ORGANIZATIONAL RELATIONSHIP The Cook II will report to the Kitchen Supervisor.		5. NATURE & SCOPE The Cook II is responsible for supervising the preparation, service and distribution of therapeutic meals for patients on a daily basis and the supervision of junior staff while on duty. He/She is also responsible for inventory management while maintaining a high standard of quality.
6. SPECIFIC ACCOUNTABILITIES The Cook II: <ul style="list-style-type: none"> ❑ Supervises meal preparation activities whilst on duty. ❑ Supervises all junior staff members inclusive of Cook I's and Food Service Workers to ensure adherence to Authority's policies. ❑ Manages the distribution of food inventory within the department. ❑ Reviews all goods received to ensure adherence to quality standards. ❑ Reviews menu adjustments when required. ❑ Creates and ensures compliance to established standardized recipes in the preparation of therapeutic diets for patients. ❑ Ensures patient prescriptions/meal plans inclusive of portion size are adhered to in collaboration with the Kitchen Supervisor. ❑ Completes quality assurance checks and evaluation forms on completed meals to ensure it complies with established standard. ❑ Assists with the standardization of recipes within the department, as requested. ❑ Ensures that the preparation and standard/quality of meals are in compliance with patient's recommended diet. ❑ Establishes and maintains inventory management of kitchen utensils. ❑ Checks menus daily to ensure availability of food items. ❑ Distributes food items to staff to who are required to prepare meals. ❑ Oversees meal distribution process. ❑ Supervises sanitation of the kitchen and all equipment, ensuring that it is within the guidelines of Infection Control and Occupational, Safety and Health Standards. ❑ Reports malfunctioning equipment to the Kitchen Supervisor. ❑ Assists with meal preparation when required. ❑ Reports and collaborates daily with the relevant departments on the operations and general issues requiring attention within the department. ❑ Assists with creating special menus for patients when required. ❑ Performs any other related duties as required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> ❑ Knowledge of therapeutic food preparation principles and techniques. ❑ Knowledge of Food Safety and Sanitation Principles. ❑ Ability to coach and mentor junior staff. ❑ Basic knowledge of large-scale food production equipment. ❑ Knowledge of measurements and basic metric quantities. ❑ Good communication and writing skills. ❑ Ability to establish and maintain effective working relationships with staff and clients. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> ❑ Training as evidence by the possession of a Diploma in Food Preparation OR a Diploma in Culinary Arts from a recognized institution. ❑ Three (3) Ordinary CSEC/CXC Level Passes (inclusive of English A, Food and Nutrition). ❑ A minimum three (3) years of experience in a hospital/therapeutic setting. ❑ Certification in Food Safety would be an asset. 		

9. SUPERVISORY RESPONSIBILITIES

- Cook I
- Food Service Workers

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Senior Dietitian
- Kitchen Supervisor
- Heads of Department
- Manager-Para Clinical Services
- Other staff of the Nutrition & Dietetics department
- Nursing Staff
- Stores Department
- Daily Rated Workers

External:

- Patients
- Suppliers/Delivery personnel