

Cordova Community Medical Center

Job Description

Dietary Aide / Relief Cook

Job Title:	Dietary Aide / Relief Cook	Status:	Part-Time
Responsible To:	Dietary Manager	Pay Grade:	DOE
Department/Division:	Kitchen/Senior Services	Classification:	Non-Exempt

POSITION SUMMARY

Under the direction of the Dietary Manager, this position requires the ability to wash dishes, deliver senior meals when needed, perform general kitchen cleaning duties and relief cook. Has no supervisory responsibility.

ESSENTIAL RESPONSIBILITIES

- Wash dishes using the dishwasher and sinks for pots and pans.
- Mix powdered milk for senior lunch, mix juices for long term care residents, and make coffee.
- Clean stainless steel walls in dishwashing room, clean shelves, polish stainless steel counter.
- Keep clutter to a minimum.
- Fill condiment departments.
- Put away clean dishes, pots, pans, etc.
- Monitor cooler and freezer temperatures.
- Disinfect sinks and dumbwaiter after the noon meal.
- Assist seniors with special needs.
- Unpack groceries and restock bins and shelves.
- Occasionally run errands for the cooks.
- Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
- Perform other related duties as assigned

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: High School Diploma or GED equivalent. Must possess a valid Alaska Driver's License.

EXPERIENCE: Kitchen Aide experience preferred.

REQUIREMENTS: Must possess a valid Alaska Drivers License. Enjoy and work well with seniors and hospital staff, ability to work independently with minimum supervision. To be able to cook a variety of foods in large quantities when needed. To be able to read, write and speak the English language in an understandable manner. To possess the ability to make independent decisions when circumstances warrant such action. To possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public. To be knowledgeable in dietary procedure, as well as related laws, regulations and guidelines pertaining to hospital and nursing home operations. To be able to follow oral and written instructions. To be able to maintain the care and use of supplies, equipment, appearance or work areas, regular inspection of food service areas for sanitation, order, safety and performance of assigned duties. Have

