



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2.DIVISION	3. DEPARTMENT
COOK I	SANGRE GRANDE HOSPITAL	NUTRITION & DIETETICS
4. ORGANIZATIONAL RELATIONSHIP		5. NATURE & SCOPE
The Cook I will report to the Cook II.		The Cook I is responsible for the preparation of therapeutic meals in an institution or hospital. Work may involve preparation of delicacies and special meals.
6. SPECIFIC ACCOUNTABILITIES		
The Cook I:		
<ul style="list-style-type: none">□ Prepares a variety of meals, which includes vegetables, meats, soups, salads and cereals.□ Sanitizes kitchen counters and any equipment used for the preparation of meals and beverages.□ Prepares therapeutics diets e.g. renal, low fat, diabetic, soft etc.□ Prepares hot beverages (porridge) before breakfast in accordance to established standardized quantities, to allow patients to take medications in adherence to Dietitian’s instructions.□ Adheres to established standardized recipes in the preparation of therapeutic diets for patients.□ Receives and verifies (based on daily menu) food items received for meal preparation.□ Portions and plates meals in individual trays for all meals in keeping with established standardized quantities.□ Prepares finger foods or desserts and any other related items requested for special occasions.□ Performs other related work as required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none">□ Knowledge of supplies, methods and equipments used in preparing food on a large scale.□ Basic knowledge of the six (6) food groups and therapeutic diets for hospitalized patients’ e.g. diabetic, low sodium, low cholesterol and renal diets.□ Knowledge of food groups□ Ability to prepare complete therapeutics meals on a large scale.□ Ability to work long hours while standing and under conditions of high temperature.□ Ability to establish and maintain effective working relationships.		
8. MINIMUM TRAINING AND EXPERIENCE		
<ul style="list-style-type: none">□ Training as evidence by the possession of a certificate in Food Preparation OR a Certificate in Culinary Arts from a recognized institution.□ Three (3) Ordinary CSEC/CXC Level Passed (inclusive of English Language, Food and Nutrition).□ At least two (2) years of experience in a similar position.□ Any other combination of training and experience		
9. SUPERVISORY RESPONSIBILITIES		
<ul style="list-style-type: none">□ On the Job Trainees		
10. COMMUNICATION AND WORKING RELATIONSHIPS		
Internal:		
<ul style="list-style-type: none">□ Kitchen Supervisor□ Cook II□ Handyman□ Meat Cutter□ Stores Clerk□ Food Service Worker		
External:		
<ul style="list-style-type: none">□ Delivery or Sales Personnel		