



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

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