



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

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

**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