



Career Service Authority

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Cook

GENERAL STATEMENT OF CLASS DUTIES

Prepares and cooks food for patients, clients, employees, and visitors of Denver Health Medical Center.

DISTINGUISHING CHARACTERISTICS

Positions in this class prepare and cook food for patients, clients, employees and visitors of Denver Health Medical Center; and is distinguished from the class of Institution Food Steward that leads and trains inmate helpers in high-volume food preparation and food service work in the Denver County Jail and the Pre-Arrestment Detention Facility, including proper sanitary procedures and food preparation security.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with coworkers and other units within the organization in the interest of cooperative work accomplishment.

Level of Supervision Exercised:

None.

ESSENTIAL DUTIES

Prepares, cooks, and bakes foodstuff into meals and prepares food for institutional functions, both standard and special.

Reviews menus and work orders to determine type and quantities of meat, vegetables, soups, salads, desserts, bakery, and other food items to be obtained and prepared.

Alerts supervisor to problems and needs concerning equipment and food supplies. Detects and reports spoiled or unattractive food, defective supplies/equipment, or other unusual conditions.

Uses a variety of kitchen utensils and equipment including grinders, slicers, mixers, and blenders.

Ensures that required sanitary levels are maintained throughout the food preparation process and that all foods prepared meet existing standards for quality, freshness, taste, and appearance.

Maintains established departmental policies and procedures, objectives, quality assurance program, and health and safety standards.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Food Service - Knowledge of preparing and serving food for consumption.

Integrity/Honesty – Contributes to maintaining the integrity of the organization displays high standards of ethical conduct and understand the impact of violating these standards on an organization, self, and others; is trustworthy.

Stress Tolerance – Deals calmly and effectively with high stress situations i.e. hostile/dangerous situations, deadlines, emergency situations, etc.

Decision Making – Makes sound, well informed and objective decisions; perceives the impact and implications for decisions; commitment to action, even in uncertain situations.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identify; fosters commitment and team spirit; works with others to achieve goals.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Self-Management – Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards competing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrate responsible behavior.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situation.

Self-Esteem – Believes in own self worth; maintains a positive view of self and displays a confident, capable image.

Arithmetic – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Oral Communication – Expresses information i.e. ideas, facts to individuals or groups effectively, taking into account the audience and nature of the information makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Memory – Recalls information/situation that has been presented previously.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Physical Demands:

Standing: Remaining on one's feet in an upright position.

Walking: Moving about on foot.

Carrying: Transporting an object, usually by hand, arm, or shoulder.

Balancing: Maintaining body equilibrium to prevent falling over.

Stooping: Bending the body by bending spine at the waist.

Talking: Expressing or exchanging ideas by means of spoken words.

Eye/hand/foot coordination: Performing work through using two or more.

Fingering: Picking, pinching, or otherwise working with fingers.

Handling: Seizing, holding, grasping, or otherwise working with hand(s).

Pulling: Exerting force on an object so that it is moving to the person.

Pushing: Exerting force upon an object so that the object is away.

Reaching: Extending the hand(s) and arm(s) in any direction.

Repetitive Motions: Making frequent movements with a part of the body.

Lifting: Raising or lowering an object 25-50 pounds.

Working Environment:

Exposed to hazards of steam and heat.

Exposed to heat, wetness, odors in kitchen and/or patient areas.

Exposed to hot and humid work environment.

Exposed to varying degrees of kitchen elements.

Requires judgment/action which could result in death of patient.

Subject to burns and cuts.

Subject to injury from moving parts of equipment.

Subject to many interruptions.

Education Requirement:

Graduation from high school or possession of a GED certificate desirable.

Experience Requirement:

One year of experience performing food preparation and/or service for an establishment such as an educational, correctional, military, or medical institution.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

Licensure and/or Certification:

A negative TB test is required prior to an offer of employment.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Pat Anderson

REVISED DATE: 02/08/2009

REVISED BY: Tony Gautier

CLASS HISTORY Placed spec in current format; added distinguishing characteristic and competency statements. Also added negative TB test requirement.