THE QUEEN ELIZABETH HOSPITAL BOARD

JOB DESCRIPTION

JOB TITLE: Cook

SALARY SCALE: Z38 - 36

DEPARTMENT: Kitchen

REPORTS TO: Food Service Supervisor

DIRECT REPORTS: Nil

JOB SUMMARY

Under general supervision prepares and serve meals according to menus, ensure proper methods of food handling preparation and services, prepare special diets as directed.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Plans and initiates cooking schedules for food preparation to meet meal schedules;
2. Prepares and serve meals, ensuring that the appropriate portions are served according to required standard;
3. Prepares nutritional snacks ;
4. Ensures that menu cards are placed on each served meal;
5. Monitors the temperature of hot and cold foods through food preparation and service to ensure established temperature standards are met;
6. Notifies management of equipment breakdowns and unsafe conditions;;
7. Supervises staff in the absence of the Food Service Supervisor;
8. Practices safe food handling techniques in food preparation and storage;
9. Keep sa daily record of menus;

10. In collaboration with supervisors, develops weekly menus to meet patient meals requirements;
11. Maintains a safe and sanitary work area for food preparation;
12. Regulates the temperature of kitchen equipment when cooking;
13. Observes and test foods to determine whether they have been sufficiently cooked using tasting, smelling or piercing with utensils;
14. Responsible for food preparation service of the meals and the cleaning of the kitchen;
15. Ensures that health and safety practices are maintained;
16. Work various schedules as rostered by management;
17. Using customer service skills, establishes and maintain effective working relationships with other employees, officials and members of the general public;
18. Performs any other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of food preparation and food presentation.
2. Knowledge of Hazard Analysis Critical Control Points (HACCP) system and other sanitation and food handling principles.
3. Understanding of professional cooking and knife handling skills
4. Understanding and knowledge of safety, sanitation and food handling procedures
5. Knowledge of foods and food presentation
6. Skill in the use of various types of food preparation and cooking equipment
7. Ability to follow simple oral and written instructions
8. Ability to work independently and complete assignments in a timely manner.

REQUIRED TRAITS

- Empathy
- Accountability
- Collaboration
- Flexibility and Adaptibility
- Initiative
- Dedication
- Dependability
- Integrity
- Co-operation

EDUCATION AND EXPERIENCE

(a) The Caribbean Certificate of Secondary Level Competence; and

(b) A certificate in Cookery or Culinary Arts from any approved institution; and

(c) Not less than three years' experience in all aspects of food preparation and cooking on a large scale.