

LOWER UMPQUA HOSPITAL JOB POSTING

Position	COOK/DIETARY AIDE
Department	Nutritional Services
Status	Full-time
Post Date	May 30, 2019
Date Available	May 30, 2019
Close Date	Until filled

Lower Umpqua Hospital District is seeking a full-time Cook/Tray Aide to join our Nutritional Services team. Competitive wages and excellent benefit package offered.

COOK Qualifications:

Act in the role of cook in the Dietary Department. This ensures that proper diet orders are received and followed. Must be an essential member of a team.

- Prepare all meals that fall within the scheduled hours for each cook's position, according to specifications outlined on the daily production sheet and rotational menu plan.
- Prepare a variety of food items, utilizing standardized recipes and appropriate methods of preparation.
- Maintain high standards of quality food production that conserve nutritive value of foods, provide for optimal flavor, and results in attractive visual presentation.
- Organize preparation schedules to facilitate completion of all menu items within appropriate time frame, prevent extended holding times, and provide for appropriate temperature at time of serving.
- Determine the amount of each item listed on the cook's production that needs to be prepared; control serving portions.
- At designated meal service time, set up all plates according to individual diet order, identified therapeutic needs, and individual preferences as permitted by physician's diet order.
- Prior to meal service, record temperatures of all hot foods prepared.
- Prepare all cooked items needed by the dietary aides.
- Participate in staff meetings, dietary inservice programs and mandatory inservice presentations.
- Perform other duties as assigned.
- Coordinate through a daily production sheet that the director provides for each of the two cook's positions.
- Outline specific guidelines for completion of duties and the basis for performance evaluation.
- Wait on cafeteria window during assigned times per job scheduled.
- Must maintain essential teamwork and hospitality skills:
- Must have the ability to deal effectively with others as a team member.
- Must function within the Dietary Department with cooperation from other positions.
- Must have excellent interaction with all hospital personnel, patients, physicians, and the general public.
- Must demonstrate qualities of courtesy and helpfulness in keeping with hospital public relations guidelines.

DIETARY AIDE Qualifications:

Act in the role of Dietary Aide in the Dietary Department. This ensures that proper diet orders are received and followed. Must be an essential member of a team.

- Set up trays for each meal per diet order. Update tray cards per revised diet order.
- Provide assistance in cart set-up. Responsible for matching each person's plate with individual tray.
- Prepare a variety of non-cooked food items for snacks and nourishment utilizing recipes and methods of preparation.
- Prepare all cold-food items and beverages and wash all produce for meals.
- Prepare all new patient fruit trays.

- Determine the amount of each item listed on the Dietary Aide's production sheet that needs to be prepared; control serving portions.
- Organize preparation schedule to facilitate completion of all menu items within appropriate time frame, prevent extended holding time, and provide for temperature at time of serving.
- Maintain high standards of quality food production that conserve nutritive value of foods and provide for optimal flavor.
- Prepare items per supervisor request for special luncheons, dinners, etc.
- Participate in staff meetings, dietary inservice programs, and mandatory inservice presentations.
- Daily operations are coordinated through a daily production sheet that the Director provides for each of the two Dietary Aides positions. Department policies and procedures outline the specific guidelines for completion of these duties and are the basis for performance evaluation.
- Supplies in cabinets at all times and inventory completely each week.
- Must be helpful and friendly to new staff, helping integrate into the team process.
- Must maintain essential teamwork and hospitality skills:
- Must have the ability to deal effectively with others as a team member.
- Must function within the Dietary Department with cooperation from other positions.
- Must have excellent interaction with all hospital personnel, patients, physicians, and the general public.
- Must demonstrate qualities of courtesy and helpfulness in keeping with hospital public relations guidelines

Both the Cook and Dietary Aide:

- Must be able to work in a very busy environment while remaining focused on tasks at hand.
- Must be familiar with safety while working around chemicals, such as, cleaning solutions and chlorine bleach.
- Must use safety precautions while using knives, hot ovens, stovetops, and grill within working area.
- Must have clear knowledge of protective equipment.

Lower Umpqua Hospital District offers a competitive wage and excellent benefit package including:

Employer Paid Benefits:

Health/Dental/Vision Insurance (low deductible)
 Short-Term Disability
 403B Retirement Plan
 Generous PTO Accrual
 Generous Life Insurance
 Generous Discounts within the Health District on Medical Bills
 In-House Fitness Room

Employee Paid Options:

Long-Term Disability
 AFLAC
 Flexible Spending Account
 Ability to purchase additional Life Insurance for self, spouse, etc.

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