

GOOD SAMARITAN HOSPITAL ASSOCIATION  
HEART OF AMERICA MEDICAL CENTER  
HAALAND ESTATES

**MISSION STATEMENT**

*To deliver compassionate care by advancing the physical and spiritual well-being of the communities we serve through smart medicine and exceptional service.*

**VISION STATEMENT**

*To be the provider of choice for healthcare within our communities.*

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**JOB DESCRIPTION**

**JOB TITLE:** Cook  
Department: Haaland Estates

**NAME:** \_\_\_\_\_  
Responsible to: Director/Dietician

**QUALIFICATIONS:** High school education or equivalent is preferred. Experience in food preparation is preferred. Must be able to read and write. Must be able to lift 50-60 pounds and be able to work with the elderly.

**JOB SUMMARY:** Responsible for the food preparation for their shift according to what is on the menu. Also responsible for any preparation needed for the menu the following day. Morning cook responsible to prepare Senior Meals. Responsible for cleanliness and sanitation practices during their working hours.

**TYPICAL WORKING CONDITIONS:** Frequently working with hot surfaces and sharp cutting edges. Occasionally exposed to warm environment. Frequent interaction with elderly residents and occasionally volunteers.

**TYPICAL PHYSICAL DEMANDS:** Requires full range of body motion including manual and finger dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing approximately 50 pounds. Requires corrected vision and hearing to normal range. Some exposure to communicable diseases.

**RESPONSIBILITIES:**

**I. Job Responsibilities**

STANDARDS: 1. COOK:

- a. Responsible for preparing meals on the menu for the home and contract meals.
- b. Avoids food waste and utilizes leftovers whenever possible.
- c. Prepares special diets as needed.
- d. Serves and collects meal monies or punches meal tickets for employees and visitors.
- e. Presents food in an attractive and palatable manner.
- f. Responsible for the cleanliness and sanitation of the kitchen and the staff dining room, including refrigerators and storerooms.
- g. Readies needed supplies for special activities.
- h. Assists with unpacking of groceries.
- i. Checks menu for the following day to see that supplies are available.

- j. Responsible to report needed supplies to supervisor.
- k. Assists with inventory annually.
- l. Assists in maintaining good relationships with residents and obtaining resident input.  
PM cook sweeps and scrubs kitchen floor.
- m. Refridgerate and date frozen items for following day.

**II. Hardwiring Excellence – responsible to know and adhere to evidence based leadership to achieve excellence.**

STANDARDS:

- 1. Standards of Behavior
- 2. Key Words at Key Times – AIDET  
Management Personnel
- 1. Rounding for Outcomes
- 2. Align Leader Evaluations with desired behaviors
- 3. Staff Appreciation through thank you notes
- 4. Selection and the first 90 days

**III. Professional attitude, leadership role and team member abilities. Maintains a positive professional role throughout the facility and community.**

STANDARDS:

- 1. Exhibits a positive professional approach when dealing with the public and demonstrates solution oriented involvement with problems of the facility, staff and patients.
- 2. (Managers: Attendance and involvement in management meetings, CQI and voluntary groups/committees.)
- 3. Good communication with subordinates and peers.
- 4. Shows initiative and follow-through in work projects.
- 5. Values and pursues professional education and self improvement.
- 6. (Managers: Timeliness of reports, i.e. evaluations, CQI reporting.)

**IV. Accountability for Safety**

STANDARDS:

- 1. Familiarizes self with and adheres to all facility and department safety policies and procedures.
- 2. Completes all required annual safety training.
- 3. Supports and implements safety into all job responsibilities regarding self, other employees, residents/patients and visitors.
- 4. Reports safety violations (or unsafe observances) to supervisor and/or department head immediately.
- 5. Promotes a culture of safety to improve employee safety.

**V. Safeguarding the privacy and security of protected health information (PHI) in any form including electronic, written or oral.**

STANDARDS:

- 1. Responsible for safeguarding any PHI or EPHI seen, used or disclosed during this positions normal job functions as stated in the above job responsibilities based on the HIPAA privacy and security policies and procedures. **(Note - may need to be expanded based on the description of job functions)**
- 2. Responsible to conduct any oral discussions of PHI with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.
- 3. Responsible for maintaining strict confidentiality with any unintentional access to PHI whether written, electronic or oral.
- 4. Responsible for reporting suspected violations of the safeguarding of PHI or EPHI by any GSHA employee or business associate.

5. Responsible to ensure the use or disclosure of PHI or EPHI that is **not routinely available** to this position must be coordinated with the HIPAA Privacy Officer, Security Officer or designees.

**TO BE COMPLETED BY EMPLOYEE:**

"I have read and understand my job description".

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**REVISED/REVIEWED:** \_\_\_\_\_ (Use Only One & Include Date)

*NOTE – Update Annually in Network Folder and with Employee. Best to complete employee’s during annual evaluation and forward to Human Resources for filing.*