



Pershing General Hospital is an Equal Opportunity Employer & Drug and Alcohol Free Workplace

All PGH positions are Safety Sensitive

CAREER OPPORTUNITY

Job Title: Dietary Aide/Cook
FLSA Status: Per Diem Non Exempt
Reports To: Dietary Manager
Location: Dietary
Number of Openings: 3

Position Overview

The Dietary Aide/Cook is responsible for preparing fast, nutritious and tasty food accurately and timely according to Physician orders, for patients, employees and visitors. The Dietary Aide/Cook may manage Food Service operation during their shift.

General Responsibilities

- Exhibits behaviours that are consistent with the Mission, Philosophy, and Values of Pershing General Hospital and Nursing Home as well as the culture and objectives of Pershing General Hospital and Nursing Home. All employees are expected to work as needed in providing health and wellness services in the communities within Pershing General Hospital and Nursing Home.
- Learns and follows policies, procedures and safety guidelines including proper use of chemicals, knowledge of MSDS, and emergency procedures in order to assure a safe and aseptic environment.
- Prepares meals for patients, cafeteria service, and catered functions and accurately assembles patient trays according to diet orders, menu choices, age specifications, and preferences providing tasty, nutritious meals with appropriate temperatures and in a timely and accurate manner.
- Delivers trays and visits patients in a manner consistent with Pershing General Hospital customer service philosophy and demonstrates commitment to those principles in interactions with patients, employees, and guests.
- Assists with controlling food/supply acquisition to ensure adequate resources are available in performing quality health care services, and to meet with budgeting compliance. Receives and stores goods according to established procedure, Federal, State and County regulations to insure a safe product.
- Maintains menus, check off sheets, logs, and timecards completely and accurately to uphold the integrity of the individual and the department.
- Attends department meetings, inservices, orientations, and yearly orientation in order to continue and reinforce the learning process on policies, equipment and chemical use, and safety and emergency procedures.
- Operates, monitors, and cleans food service equipment appropriately.
- Other responsibilities and duties as assigned on occasion, based upon PGH need or requirements.
- Wears identification while on duty. Adheres to dress code, appearance is neat and clean. Completes annual education requirements. Maintains regulatory requirements, including all state and federal regulations. Maintains and ensures patient confidentiality at all times. Reports to work on time and as scheduled. Attends annual review and performs departmental inservices. Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff. Represents the organization in a positive and professional manner. Attends committee, QI and management meetings, as appropriate. Ensures compliance with policies and procedures regarding department operations, fire, safety, and infection control. Complies with all organizational policies regarding ethical business practices.

Qualifications

Food Service experience in a hospital setting preferred.

Technical Skills:

Experience using Food Service equipment

Manual dexterity and physical agility to operate all equipment.

Utilizes safe body mechanics.

Must have proficient computer skills including Microsoft Office Suite as well as the ability to quickly learn Pershing General Hospital's software system.

Ability to understand and communicate clearly in English to provide appropriate responses, assistance and explanations to patients, supervisors, visitors and employees.

Must be able to work varying shifts, weekends and holidays.

How to Apply

Completed applications may be submitted to Human Resources

Cindy Hixenbaugh, HR Director – cindy@pershinghospital.org

Only qualified individuals being considered will be contacted for an interview.