

## UW HEALTH JOB DESCRIPTION

### FOOD PRODUCTION COOK

<b>Job Code:</b> 430008	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> M. Waltz	<b>Date:</b> December 2021
<b>Department:</b> Culinary Services		<b>HR Approval:</b> S. Whitlock	<b>Date:</b> December 2021

### JOB SUMMARY

The Food Production Cook is responsible for hot and cold food production in a high-volume kitchen. Prepares entrées, sandwiches, soups, starches, vegetables, sauces, desserts and other foods for general and modified clinical diets. Coordinates food distribution to multiple sites. Trains and directs the work of other staff. Manages food safety and inspects all areas to ensure that proper sanitation standards are observed in accordance with the Wisconsin Food Code, UW Health infection control and ServSafe standards. Reviews the care and cleaning of kitchen equipment. Responsible for monitoring supplies, food, and materials and requests additional supplies as needed. Keeps temperature records, records waste, writes production requirements and completes necessary documentation. Prepares reports when required. Employee's work hours, area and duties may be subject to change. UW Health is committed to the highest standard of customer service for its patients, visitors and fellow staff members. Staff will serve as role models by practicing exemplary behaviors when working with patients, visitors and fellow staff members.

### MAJOR RESPONSIBILITIES

- Responsible for the accurate preparation of food with a high level of complexity, variety, and quality.
  - Produces all types of food from soups, entrées, sauces, vegetables, breads, and desserts for breakfast, lunch, dinner, ala carte, and catered meals. Prepares majority of items from scratch.
  - Efficiently and economically coordinates and guides food preparation activities on a large scale, with a focus on quality.
  - Assists and directs the work of other staff with preparation of food.
  - Meets schedules as outlined and completes all assigned tasks.
  - Follows direction and completes tasks assigned by lead, supervisor, and management staff.
  - Accurately and consistently follows and produces recipes as they are written.
- Assesses quality and condition of ingredients used in food production.
  - Evaluates all food for good quality in taste, texture, and appearance prior to service.
  - Ensures proper portion control.
  - Requisitions food, supplies, and materials.
  - Determines acceptable substitutions for under production and/or delivery shortages.
  - Assesses the quality of received and stored raw and prepared foods.
  - Understands and produces food that is consistent with patient and/or guest dietary restrictions and requirements.
  - Has a fundamental understanding of clinical diets and the restrictions that are associated with each.
- Prepares reports and documentation as needed.
  - Maintains inventories, temperature logs and waste records as needed.
  - Adheres to forecasted volumes and makes production and preparation sheets when needed.
  - Conducts special studies including yield studies and testing of new recipes.
- Trains employees, students and interns in food production techniques.
  - Instructs and demonstrates proper principles of food preparation, cooking, baking and meat cutting.
  - Teaches operation methods of food service equipment, demonstrates proper handling and cleaning techniques.
  - Trains new staff in procedures and food production techniques.
  - Teaches proper safety standards and sanitation methods including common foodborne illness symptoms and common food allergens.
- Inspects the production to ensure that proper food handling and sanitation standards are observed.
  - Applies policies and standards of food service and nutrition in accordance with Wisconsin Food Code, UW Health infection control and Serv Safe guidelines.
  - Cleans and coordinates the cleaning of kitchen and equipment.
  - Directs product movement and handling by monitoring Hazard Analysis and Critical Control Points (HACCP).
  - Applies universal precautions for food handling and uses correct, safe methods when using equipment.
  - Monitors food temperatures to ensure all food is held and served at safe temperatures and heated and cooled in the appropriate amount of time.
- Provide outstanding customer service.
  - Prioritizes customers above all other duties by anticipating needs and wants.
  - Greets customers and creates a welcoming environment for guests.
  - Assists with handling problems, complaints, or questions that other employees cannot answer.
  - Assists coworkers at busy stations during rush periods.

## UW HEALTH JOB DESCRIPTION

- Performs additional duties as assigned.
- Actively participates in continuous quality improvement efforts to improve employee well-being and workflow efficiencies.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent.
	Preferred	Associates degree in Culinary, Hospitality, or Nutrition.
Work Experience	Minimum	One year experience in high volume food production setting.
	Preferred	Two years' experience in high volume food production setting.
Licenses & Certifications	Minimum	ServSafe certification required within 6 months of hire.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Employee is expected to communicate effectively by sending, receiving and responding to information ensuring high level of patient and customer satisfaction.</li> <li>• Employee must have ability to work in a fast-paced, team environment.</li> <li>• Employee is expected to follow UW Health Work Rules, department dress code, sanitation, and safety work standards.</li> <li>• Employee is expected to offer excellent customer service by being courteous, positive and sensitive to patient, guest, and staff needs.</li> <li>• Excellent verbal and written communications including understanding of English language.</li> <li>• Ability to perform simple math calculations.</li> <li>• Ability to work scheduled shifts.</li> <li>• Employee must be able to quickly problem-solve, make decisions, direct staff and work independently in absence of supervisor.</li> <li>• Employee must be able to properly prepare and cook a wide range of foods including entrees, sandwiches, soups, starches, vegetables, sauces, and desserts.</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input type="checkbox"/>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input type="checkbox"/>	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight

## UW HEALTH JOB DESCRIPTION

<b>X</b>	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.