



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 124-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

COOK

Salary range: CI\$40,416 - CI\$54,312 per annum

The dietary cook position is responsible for providing nourishing food to patients under sanitary conditions as directed and in accordance with established policies and procedures, preparing a variety of foods following standardized menus and methods and ensuring food preparation conforms to food handling safety and environmental health standards. The candidate will deliver patient meals to ward as per schedule and ad hoc dietary need as requested by ward manager.

Responsibilities: The successful candidate prepares all patient meals for the hospital patients in accordance with dietary requirements, ensuring that all food is prepared and served to the highest quality. He/she ensures that all food is prepared in accordance with standard approved recipes, including therapeutic diets for special needs and short orders. The candidate accurately records all food logs, including weekly ordering of meats and produce needed. Also maintains clean work areas and equipment daily, whilst ensuring that all dietary staff are following all safety and sanitary regulations.

Qualifications and Experience: The successful candidate must possess a Culinary Diploma and a minimum of two (2) years' working experience. He/she must possess a Food Handler's Certificate from the Department of Environmental Health. The candidate must be knowledgeable in operating food service equipment and sanitization policies and procedures. Must have formal or on-the-job training in food preparation, cooking as well as general kitchen management.

A remuneration and benefits package, commensurate with experience and qualifications will be offered to the successful candidate.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, and resume via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.

Application Deadline: December 29, 2024

Committed to Caring for You



Job Description

Job title	<i>Cook</i>	Job Holder	
Reports to	<i>Dietary Manager</i>	Section	<i>Dietary</i>

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health for the residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 124-bed facility at the Cayman Islands Hospital (the island’s principal health care facility), and the 18-beds facility at Faith Hospital on Cayman Brac. Ancillary services are offered at district health centers, and clinics for public health, dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s health center located in a purpose-built facility.

This position plays a key role in the preparation of meals and ensuring that patients are receiving meals specific to their dietary requirements, and as ordered by the physician and dietician.

Job purpose

The dietary cook position is responsible for providing nourishing food to patients under sanitary conditions as directed and in accordance with established policies and procedures, preparing a variety of foods following standardized menus and methods and ensuring food preparation conforms to food handling safety and environmental health standards.

Delivers patient meals to ward as per schedule and ad hoc dietary need as requested by ward manager.

Dimensions

- Post-holder has no budgetary responsibility.
- Post-holder does not supervise any staff.
- Post-holder is responsible for maintaining high standards of quality food production and portion control.
- May interact with between 3 – 7 patients daily.
- Serves 3 regular meals per day and may be required to prepare ad hoc meals based on patient needs and request by the ward manager.
- Prepares lunch meals for visiting specialist on average of 8-12 per month.

The dietary cook prepares and delivers meals to patients according to the approved diet and works closely with the ward staff and dietician to ensure that the patient receives the approved diet and portion size.

The cook must ensure that a high standard of food preparation is maintained, and dietary equipment and utensils are cleaned and sanitized accordingly.

Post-holder has no budget responsibility but is required to monitor supplies and inventory to avoid wastage and items expiring.

The number of patients to prepare meals for can fluctuate from day to day and this can be challenging in preparing a variety of foods.

Duties and responsibilities

- Prepare all patient meals indicated on menus maintaining high standards of food preparation.
- Prepare a variety of foods estimating food requirements and controlling portion sizes to eliminate waste and leftovers.
- Follow meal schedule as provided by supervisor or ward manager.
- Collect patient meal orders daily.

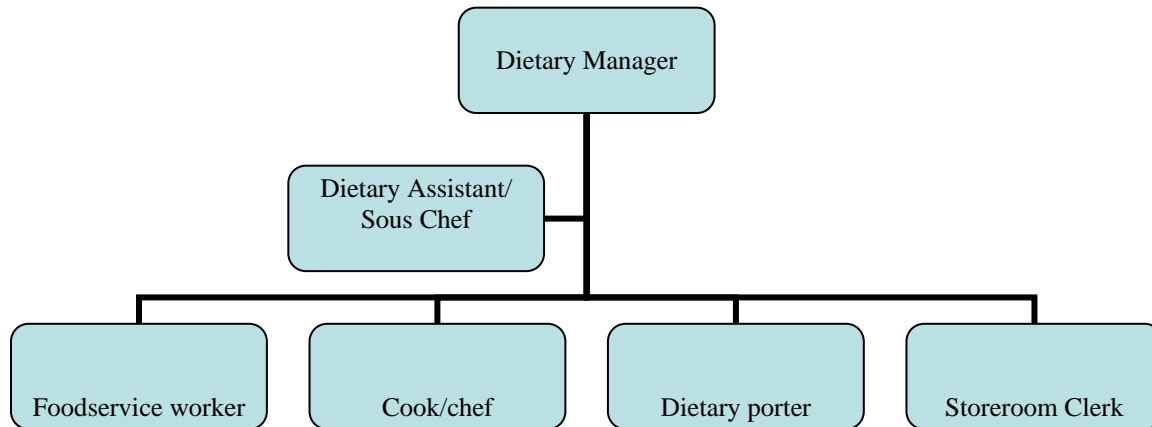
- Prepares meals and delivers food trays to patients as per schedule and ad hoc dietary need as requested by manager.
- Prepare special diets –blending for soft or liquid diet.
- Collects trays from patient, examines and reports to manager (% of meal patient had)
- Perform routine tasks related to cleaning utensils and kitchen equipment.
- Check equipment and cooking area to make sure that they conform to safety and sanitation requirements. Reports any repairs necessary to the Supervisor.
- Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen, to meet the required standards of practice prescribed by the HSA, Health & Safety and Environmental Health.
- Ensure all equipment used is well maintained, in good working order reporting any faults to the supervisor/manager.
- Ensure dietary supplies stock level is maintained and requisition food and cleaning supplies in accordance with the planned menu, monitoring inventory to avoid and quality of food maintained.
- Clean, sanitize, and organize the kitchen area, tools, and utensils.
- Remove trash and clean kitchen area to maintain hygienic conditions.
- Operated and maintained all kitchen appliances and tools, in a safe and proper manner.

Qualifications, Experience & Skills Requirement

- **Must** possess a Culinary Diploma and a minimum of two (2) years' experience.
- **Must** possess the Food Handler's Certificate from the Department of Environmental Health
- Having knowledge in operating food service equipment and sanitization policies and procedures for a large organization is also a mandatory requirement.
- Must have some formal or on the job training in food preparation, cooking, estimating quantities of food needed in requisitioning and storing food and cleaning supplies as well as general kitchen management.
- Knowledge of various diets within a healthcare setting, and ability to prepare meals as ordered.
- Ability to stand for long periods, work in hot and cold environments.

- Must have good customer service skills.
- Team worker
- Receptive to continuous learning and development

Reporting Relationship



Direct reports

Post-holder does not supervise any staff.

Other Working Relationships

Works closely with Clinicians, Nurses, Dietician, Patients, and Material Management.

Decision Making Authority and Controls

The post-holder will make day-to-day decisions as they relate to meal preparation based on patients prescribed dietary requirements. Post-holder adheres to policies and procedures as they relate to dietary and Health & Safety protocols. Strategic decisions are made in consultation with the Manager.

Working conditions

This job operates in a hospital setting and post-holder may routinely encounter patients who may have contagious illnesses, be very ill or dying.

This role requires long standing and walking and working around heat and flames.

Post-holder is required to work weekends and public holidays and sometimes at short notice due to limited staffing.

Physical requirements

- While performing the duties of this job, the employee is regularly required to talk and hear and is exposed to high-level noise at times.
- Requires standing, walking, bending, during the shift. The employee may be required to lift and/or move items over 20 pounds.

Problem/Key Features

- May encounter very ill or dying patients.
- Exposure to patients with contagious illnesses
- Potential for burns, cuts from handling hot sharp objects.
- Untimely diet changes, short notice for meals
- Having to work on short notice when another cook is ill due to limited staffing

Evaluation Metrics

- Meal preparation
- Complaints
- Diet preparation
- Patient surveys
- Waste
- Environmental Health checks

Approved by:	<i>Dietary Manager</i>
Date approved:	<i>1/21/2021</i>
Reviewed:	
Next Review	
Employee Signature/Date:	
Manager Signature/Date:	