

GENERAL DESCRIPTION OF CLASS

The COOK 1 prepares and cooks individual menu items in a volume dining or food service facility.

DISTINGUISHING FEATURES

This is the first level of a two-level series. It is distinguished from the higher level by the absence of regular responsibility for coordinating the production of breakfast, lunch, and/or dinner entrees; preparing foods for special diets; maintaining adequate products and supplies; keeping various food records, and assigning and reviewing work of others. This class has responsibility for assisting the higher level by preparing and cooking individual menu items for breakfast, lunch, or dinner (e.g., eggs, pancakes, meats, potatoes, soups, salads, vegetables, fruits, desserts, and some baked goods) and may individually prepare and cook entire breakfast and lunch entrees for residents, students, and staff.

DUTIES AND RESPONSIBILITIES

- 1.Cooking.** Typical tasks: prepares foods according to standardized menus and recipes or verbal instructions given by supervisor or higher-level cook; gathers and combines ingredients required by standardized recipes; washes, slices, chops, grates, stirs, kneads, measures, mixes, and weighs food products; cooks food by boiling, grilling, steaming, deep frying, roasting, or baking; assists higher-level cook with breakfasts, lunches, or dinners by preparing various foods such as meats, potatoes, casseroles, vegetables, soups, salads, sandwiches, pancakes, eggs, and french toast; prepares desserts, such as cobbler, cakes from mixes, pies, donuts, cookies, bread, custard, and gelatin; uses commercial cooking equipment such as grills, steam-jacket kettle, slicers, mixers, and choppers; turns on grills, ovens, warmers, and steamers; prepares food for distribution to institutional wards or food service tray lines; arranges food in an attractive manner; keeps food adequately stocked in tray line.
- 2.Cleaning Functions.** Typical tasks: puts food away in designated storage; cleans stoves, grills, and countertops; keeps work area in sanitary condition at all times.
- 3.Miscellaneous.** Typical tasks: some positions may instruct and provide assistance to food service workers, residents, or students in preparing foods such as vegetables, soups, salads, sandwiches, and desserts; instructs food service workers, residents, or students in kitchen cleanup procedures such as washing dishes, pots and pans, and cooking utensils, mopping floors, and washing walls; may assist higher-level cook by counting equipment and food items during inventory; some employees may help load food trays on trucks or tray carts and deliver trays to institutional cottages; on occasion some employees may individually prepare and cook up to three complete meals in a day (e.g., during limited absence of higher-level cook due to illness or vacation).

RELATIONSHIPS WITH OTHERS

Employees in this class have regular in-person contact with residents or students who assist in food preparation and cleaning activities.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a supervisor who assigns work verbally or through written instructions given on menus and work schedules. Work is reviewed by observation on a daily basis for the quality and quantity of food prepared, conformance with standardized menus and/or recipes, and to ensure compliance with safety and sanitation procedures. Employees in this class follow State health, safety, and sanitation regulations as applicable to operations of a volume dining or food service facility. Work schedules and standardized menus and/or recipes are followed to assist in the preparation of food as scheduled. Food service policies and procedures are also used as guidelines when performing the work.

GENERAL INFORMATION

Positions are found in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location and purpose.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Basic knowledge of spoken and written English sufficient to understand instructions.

Basic knowledge of arithmetic (addition, subtraction, multiplication, division, percentages).

Skill in the use of materials and equipment used in a volume dining or food service facility.

Ability to learn and apply State health, safety, and sanitation regulations and procedures as they relate to operation of a volume dining or food service facility.

Ability to follow and apply food service policies and procedures.

Ability to learn food values, nutrition, and menu planning.

Ability to maintain production as required by menus, recipes, and work schedules.

Ability to work independently.

Ability to operate commercial kitchen equipment.

Ability to alter recipes as instructed to obtain a quality product.

Ability to maintain records of foods prepared, distributed, and left over.

Ability to follow verbal and written instructions.

Ability to communicate verbally with others such as staff members, clients, and/or students.

Ability to safely perform repetitive moderate to heavy lifting.

Ability to handle and use chemicals and disinfectants with safety.

Ability to walk or stand on industrial floors for extended periods of time.

Some positions in this class may require one or more of the following:

Basic knowledge of therapeutic diets.

Ability in checking trays to ensure diet cards have been accurately followed.

SPECIAL QUALIFICATIONS

Some positions require the ability to obtain the appropriate county food handler's card.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.