

## GENERAL DESCRIPTION OF CLASS

The COOK 2 coordinates the production of meals and prepares and cooks menu items in a volume dining or food service facility.

## DISTINGUISHING FEATURES

This is the second level of a two-level series. It is distinguished from the lower level by having responsibility for coordinating the production of breakfast, lunch, and/or dinner entrees; preparing foods for special diets; maintaining adequate products and supplies; and keeping records for cooking operations. At this level, employees assign and review work of lower-level cooks, food service workers, and/or residents or students and provide training in cooking methods and procedures.

## DUTIES AND RESPONSIBILITIES

- 1.Cooking and Coordination.** Typical tasks: prepares food according to standardized menus/recipes as described by the production work schedule; may gather and combine ingredients required by standardized recipes; washes, slices, chops, grates, stirs, kneads, measures, mixes, and weighs food products; cooks foods by boiling, grilling, steaming, deep frying, roasting, or baking; cooks various foods such as meats, casseroles, vegetables, starches, soups, salads, sandwiches, quick breads, dressings, sauces, and gravies; prepares desserts such as cobbler, cakes from mixes, pies, donuts, cookies, bread, custard, and gelatins; uses commercial cooking equipment such as grills, steam jacket kettle, slicers, mixers, and choppers; adjusts recipes for larger quantities and makes recipe changes when necessary to obtain a better quality product; prepares food for distribution to institutional wards or food service tray lines; plans cooking schedules to have food ready at serving time but not too far in advance; records temperatures of food at serving time.
- 2.Requisitioning.** Typical tasks: some positions in this class conduct the following: maintain adequate products and supplies for cooking operations; request needed products from warehouse supplier, such as flour and sugar; request cooking products or supplies to be ordered by the purchase order; check supplies or food products delivered by supplier to be sure they meet the type, quantity, and quality specified by the purchase order.
- 3.Recordkeeping.** Typical tasks: keeps records of the amount of food prepared, amount served or distributed, and amount left over; records changes when recipes are altered; counts and records equipment and food items for inventory.
- 4.Cleaning Functions.** Typical duties: puts food away in designated storage; cleans stoves, grills, and countertops; keeps the work area in sanitary condition at all times; teaches residents or students proper sanitation procedure.
- 5.Miscellaneous.** Typical tasks: assigns and reviews work of lower-level cooks, food service workers, and/or residents or students and provides training in cooking methods and procedures (e.g., checks tray track to ensure trays contain the proper portions of food and are completed on time, checks food carts to ensure that food is properly wrapped or in containers); some employees participate with supervisor in planning menus and recipe development and testing; some employees may help load

food trays on trucks or tray carts and deliver trays to institutional cottages when needed; some employees in this class may provide information to management concerning unit needs such as equipment and supplies; some employees may assist supervisor by monitoring budget to stay within allocated expenditures.

### **RELATIONSHIPS WITH OTHERS**

Employees in this class have regular in-person contact with residents or students who assist in food preparation and cleaning activities. They also have occasional in-person contact with delivery drivers and food suppliers to receive goods.

### **SUPERVISION RECEIVED**

Employees in this class receive general supervision from a supervisor or manager 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 volume dining or food service facilities. Work schedules and standardized menus and/or recipes are followed to prepare foods 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, correctional, mental health, or higher education 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).

Basic knowledge of food values, nutrition, and menu planning.

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

Skill in applying State health, safety, and sanitation regulations and procedures as they relate to operations of a volume dining or food service facility.

Skill in maintaining production as required by menus and/or recipes and work schedules.

Skill in preparing and cooking foods for a volume dining or food service facility.

Skill in operating commercial kitchen equipment.

Skill in adjusting and standardizing recipes.

Skill in maintaining production records.

Ability to learn and understand the principles and practices of food service production.

Ability to follow and apply food service policies and procedures.

Ability to train, assign, and review work of others.

Ability to communicate verbally and in writing with others such as staff members, clients, and students.

Ability to work independently.

Ability to safely perform repetitive moderate to heavy lifting.

Ability to handle and use hazardous 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.

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

Ability to participate in menu planning, recipe development, and testing.

Ability to load food trays and deliver them to institutional cottages.

## **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.