

GENERAL DESCRIPTION OF CLASS

The SUPERVISING COOK directs and supervises lower-level cooks, and/or food service workers primarily engaged in preparing and cooking a variety of foods in a volume dining or food service facility and may participate in part or all of the food service activities as required. All positions in this class supervise and are statutorily excluded from collective bargaining.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1.**Supervision.** Typical tasks: plans, assigns, and reviews work of assigned staff; adjusts work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads; evaluates employees performance and prepares performance appraisals; assesses training need of staff and arranges for or provides appropriate instruction; provides initial orientation to new employees; reviews applicant's credentials, participates in the interview process, and hires or effectively recommends hiring of staff; resolves personnel problems, complaints, and formal grievances at the first level; disciplines and rewards employees; counsels employees in work-related activities, personal growth, and career development.
- 2.**Quality Assurance.** Typical tasks: checks daily menus for possible changes to recipes; informs staff of recipe changes; makes sure all menu items are ready for distribution at prearranged times; checks thermometer for proper temperature of food at serving time; observes food to be sure it is visually appealing and in adequate portions; tests, presents, and evaluates new recipes based on customer acceptance; provides input to management concerning changes, additions, or deletions to menu.
- 3.**Cooking.** Typical tasks: performs kitchen tasks such as cooking meats, vegetables, soups, and salads, as necessary; fills temporary cook vacancies created by illness, vacation, or termination.
- 4.**Product/Supplies Requisitioning.** Typical tasks: makes sure all food items are available for daily menu requirements; maintains proper level of supplies in storeroom; may requisition or order food products and janitorial supplies; assists cooks in inspecting foods delivered by suppliers to be sure products received meet the type, quality, and quantity specified in purchase order.
- 5.**Miscellaneous.** Typical tasks: provides training to cooks, food service workers, and/or residents or students who help in cooking, baking, roasting, steam cooking, grilling, and deep frying; ensures employees understand and follow standardized recipes and follow proper sanitation and cleaning procedures; some employees in this class may provide information to management concerning unit needs such as staff, supplies, and equipment; some employees may assist manager by monitoring budget to stay within allocated expenditures.

RELATIONSHIPS WITH OTHERS

Employees in this class may have regular in-person contact with residents or students who assist in various food service functions. They have periodic contact with food vendors by telephone or in person to discuss new products and to inspect the delivered products to ensure compliance with the type, quality, and quantity specified in purchase order.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a Food Service Manager or administrative superior who assigns work verbally or through written instructions. Work is reviewed on a daily informal basis to discuss food service activities and to ensure compliance with standardized menu and/or recipes and safety and sanitation procedures. Employees in this class follow State health, safety, and sanitation regulations as applicable to the operations of a volume dining or food service facilities. 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. Administrative policies and procedures, personnel rules and guidelines, and collective bargaining agreements are used in the supervision of subordinate staff.

SUPERVISION EXERCISED

The Supervising Cook directly supervises up to approximately 15 subordinate employees primarily consisting of cooks and food service workers who prepare and/or cook meals in a dining or food service facility. The Supervising Cook reviews the work of employees for the quality and quantity of food prepared, conformance with standardized recipes, and to ensure sanitation procedures are being followed. Some employees in this class may oversee residents or students who assist in food service activities.

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)

General knowledge of principles and practices of volume food service management.

General 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 writing a variety of documents and reports.

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 operations records.

Skill in communicating verbally and in writing with others such as staff, clients, and students.

Ability to learn and apply rules and administrative policies and procedures, personnel rules and guidelines, and collective bargaining agreements.

Ability to learn and apply food service policies and procedures.

Ability to supervise (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions).

Ability to safely perform repetitive moderate to heavy lifting.

Ability to handle and use chemicals and disinfectants with safety.

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

General knowledge of therapeutic diets.

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

Ability to check food products or supplies delivered by vendor against purchase order.

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.