

DEPARTMENT: ALL
CLASSIFICATION: NON-COMPETITIVE
APPROVED: MARCH 2, 2015

COOK

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class involve the preparation and delivery of food to an institutional food service department. Employees in this class may be involved in the preparation, planning, procurement, sanitation and delivery of nutritious meals. The vast majority of work is performed while standing and the incumbent must be able to lift at least fifty (50) pounds. Immediate supervision is exercised over the work of the Assistant Cook, Food Service Helper, Kitchen Attendant and assigned personnel. Work is performed under the general supervision of the Head Cook or management staff for compliance with department policy and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Participates in the preparation of all food items including medical, juvenile, and any other special dietary needs;
2. Maintains proper sanitation and cleanliness of area and equipment, according to established policy and standards;
3. Participates and assists in portioning, production, receipt and storage of food and other supplies;
4. Maintains production records and meal count;
5. Stands for long periods of time while preparing food items;
6. Lifts heavy boxes and containers

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of quantity food preparation and service techniques; working knowledge of equipment and maintenance and cleaning of such equipment, i.e.: institutional size convection ovens, fryers, mixers, steamers, etc.; working knowledge of sanitation techniques and production; skill in preparing and cooking a variety of recipes; ability to communicate clearly and effectively; ability to follow oral and written directions; ability to stand for long periods of time; ability to lift at least fifty (50) pounds; initiative; resourcefulness; tact, integrity; honesty; and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of an equivalency diploma;

- AND:**
1. Three (3) years of full-time experience, within the last five years, in the preparation of food in a volume institutional scale*;
- OR:**
2. An Associates Degree in Food Service and one (1) year of full-time experience within the last five (5) years in the preparation of food in a volume institutional scale*;
- OR:**
3. Six months of part-time or full-time experience as a Food Service Helper in a nutrition site or school cafeteria (this applies only for appointments in the Office for the Aging or School Districts).

NOTE:

*Institutional scale may consist of, but is not limited to, experience in a hospital, correctional facility, school, restaurant, hotel, or the military.

**For appointment at the Sheriff's Office a nominated candidate must pass a background check.