

DEPARTMENT: OFFICE FOR THE AGING
CLASSIFICATION: NON-COMPETITIVE - NYSCSC APPROVED 3/8/2002
APPROVED: OCTOBER 26, 2010

HEAD COOK

DISTINGUISHING FEATURES OF THE CLASS: Supervises and participates in all activities directly related to an institutional food service department, which may include preparation, planning, procurement, sanitation and delivery of nutritious meals. Works under the general supervision of a Dietitian, who checks work for adequacy. Exercises direct supervision over Cooks, Assistant Cooks and kitchen help, assigning duties and inspecting results. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the preparation, cooking and serving of food;
2. Assists in preparing menus;
3. Requisitions and checks supplies;
4. Schedules and assigns specific duties to cooks and helpers and inspects results.
5. Supervises in the receipt, checking and storage of food and other supplies;
6. Directly supervises foodservice personnel and all assigned personnel, included but not limited to, ensuring Departmental and County policies, work rules, and procedures are adhered to, addressing employee performance issues, and delegating and training of duties;
7. Serves as trainer, coach, and advisor to all employees;
8. Checks proper sanitation, portioning and production techniques are followed according to established standards;
9. Implements the principles of shrink control, food safety mandates and meal quality control;
10. Maintains simple records and generates reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of quantity food preparation and service techniques; skill in preparing and cooking a variety of recipes; working knowledge of government sanitation requirements, food purchasing, and production; good knowledge of large scale food preparation and proper cooking methods; good knowledge of proper handling and maintenance of utensils; good knowledge of shrink control and portioning; good knowledge of proper storage methods for both food product and supplies – production related and chemical; working knowledge of food values and nutrition; working knowledge of workplace safety best practices; ability to keep simple records and make reports; ability to communicate clearly and effectively, both orally and written; flexibility; initiative; resourcefulness; tact; courtesy; integrity; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and** four (4) years of full-time experience in the preparation of food on a large volume institutional scale, **at least two (2) of which must have been in a working supervisory role responsible for the operation, in its entirety.**

NOTE: For appointment to the Niagara County Sheriff's Department a nominated candidate must undergo a background check.