

## COOK

### DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the preparation and cooking of a variety of foods. Work is carried out in accordance with established procedures and involves the preparation of an entire meal or part of a meal. The work is performed under the general supervision of a higher level employee. Supervision may be exercised over subordinate personnel.

### TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares and cooks meat, fish, poultry, soups, vegetables, macaroni, desserts, salads and other foods;
2. Bakes cakes, pies, rolls and a variety of other desserts;
3. Supervises and participates in the proper cleaning of serving, storage and dining areas, and in the care of equipment;
4. May oversee the preparation of food for delivery to other sites;
5. May supervise the proper storing of food;
6. May keep simple related records;
7. May assist in the ordering of food and supplies.

### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the tools and methods of preparing, cooking and storing food sufficient to prepare large quantities of food in a safe and economical fashion;

Knowledge of cleaning methods, materials and equipment to maintain food preparation and service areas in a sanitary and safe condition;

Ability to follow oral and written directions and recipes;

Ability to direct the work of assistants and food service helpers;

Ability to coordinate the preparation of meals in a timely fashion;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or possession of an equivalency diploma and six (6) months of experience as a Food Service Helper;
- OR: (B) One (1) year of experience which primarily involved the preparation, cooking, serving and storage of large quantities of food.

### NOTES:

1. For the purpose of these minimum qualifications, a typical 10 month, 30+ hour per week position in a school food service program may be considered to be a full year of experience.
2. Training courses in the preparation, cooking and storage of food may be substituted for up to 6 months of the above work experience.
3. An Associate's degree in Food Service may be substituted for the above work experience.

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