



COOK I/II

DEFINITION

Under immediate or general supervision, participates in the preparation, volume cooking, and portioning of meals for the seniors congregate meals, home delivery meal program, or for patients in a psychiatric facility; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from the Food Services Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Cook I: This is the entry-level classification in the Cook series. Initially under immediate supervision, incumbents learn to prepare and portion food in a large setting. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Cook II: This is the fully qualified journey-level classification in the Cook series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently under less supervision than the I-level, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise.

This class is further distinguished from the Food Services Supervisor in that the latter is the full supervisory-level class, responsible for all food preparation and planning activities and for directing the work of others.

Positions in Cook class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Prepares, cooks, and portions meals; prepares vegetables and fruits; cooks meats, soups, and other foods; prepares salads, sauces, gravies, breads, puddings, and pastries; performs similar food preparation tasks.
- Plans meals following established guidelines, and orders and/or purchases required food items.
- Prepares and oversees the preparation of a full range of meals, including special diets.
- Directs the portioning of food for distribution to the home-meal population.
- Ensures that food preparation equipment, cooking and serving utensils, kitchen work areas, and the dining area are orderly, clean, and sanitary.
- Uses, cleans, adjusts, and performs minor maintenance to a variety of large institutional cooking equipment.

- Stores leftover food appropriately; inventories and maintains stocks of food and supplies; receives food and supplies, unpacks and stores in the appropriate location.
- Instructs staff in the techniques of food preparation, cooking, and portioning, including safe work procedures.
- Maintains records of food and supplies used and meals served; prepares periodic and special reports and required.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Principles, methods, and equipment used in high volume meal preparation.
- Safe work practices and sanitation related to food preparation and service.
- Techniques for interacting with senior clients.
- Principles of providing functional direction and training.
- Basic business arithmetic.
- Basic inventory and recordkeeping principles.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Operate, clean, and perform minor maintenance to large food preparation and cooking equipment.
- Plan, oversee, and prepare meals in a large scale setting.
- Maintain accurate records and prepare work-related reports.
- Make accurate arithmetic calculations.
- Read, understand, and follow recipes, as well as oral and written directions.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Cook I:

Equivalent to graduation from high school;

AND

One (1) year of assisting with food preparation and portioning.

Cook II:

Equivalent to graduation from high school;

AND

Two (2) years of experience performing large scale food preparation and volume cooking experience at a level equivalent to the County's class of Cook I.

Experience in an institution setting is desired.

Licenses and Certifications:

- Possession of a ServSafe Food Handler Certificate within three (3) month of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a food preparation facility, and operate standard food preparation equipment; vision to read printed material and to operate said equipment; and hearing and speech to communicate in person, before groups, and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to operate equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office setting or food preparation facility with moderate noise levels and controlled temperature conditions. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.