

COOK II

NATURE OF WORK IN THIS CLASS:

Supervises and participates in a variety of cooking activities of a small cafeteria or similar institution.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in preparing, cooking, and serving meals for both regular and special diets.

Ensures that nutritional, sanitation, and safety standards are followed and maintained.

Directs the storing of supplies, equipment and kitchen utensils and ensures they are maintained and available for work; orders supplies, tools, and equipment as needed.

Consults with a supervisor in the formulation and revision of menus; estimates the amount of food needed for each meal in accordance with prescribed menus, recipes and the number of persons to be served.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the preparation, cooking and serving procedures of the food service trade.

Knowledge of the problem, techniques, and equipment involved in the preparation of meals in a small cafeteria or similar institution.

Knowledge of food sanitation procedures.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to prepare wholesome and palatable meals with a minimum waste.

Ability to estimate food requirements in accordance with prescribed menus and recipes and the number of persons to be served.

Ability to work long hours while standing in rooms at high temperatures.

Ability to apply and enforce safe and sanitary work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the cooking trade.

MINIMUM EXPERIENCE AND TRAINING:

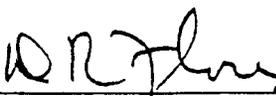
(a) Two years of experience as a cook, including one year in an institutional setting; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid health certificate from the Department of Public Health and Social Services.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission