ASSISTANT COOK

Department: Human Services
Classification: Non-Competitive
Specification Number: 1970
Approved: 4/27/23
Revised: By JG

MINIMUM QUALIFICATIONS
Completion of ten (10) school grades, and one (1) year of experience in the preparation of food on a large scale.

NECESSARY SPECIAL REQUIREMENTS
Candidates employed in a school must attend ongoing continuing education/training as required by the Food and Nutrition Service of the United States Department of Agriculture.

DISTINGUISHING FEATURES OF THE CLASS
Under general supervision, an employee in this class performs elementary cooking and routine food preparation in a kitchen serving a large number of persons. The incumbent assists the Cook in all phases of work and assumes responsibility for the kitchen and cafeteria staff during their absence. Work may involve supervision of an automated cafeteria where there is a small amount of food preparation. Work is performed under the supervision of a Cook or School Lunch Manager who provides detailed instructions and inspects work performed. Does related work as required.

TYPICAL WORK ACTIVITIES
 Assists in preparing and cooking food for regular and special diets;
 Slices, cuts, grills, roasts, deep fries and seasons food;
 Apportions food to carts and trays;
 Operates standard cooking equipment;
 Maintains kitchen area in clean and sanitary condition;
 Receives hot meals and lunches from a central kitchen;
 Replaces a cook of a higher level on a relief basis;
 May assist in maintaining inventory records and ordering of provisions.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS
Some knowledge of large scale food preparation and cooking methods; some knowledge of food values and nutrition; ability to keep simple records and make reports; ability to learn the techniques, methods and equipment used in butchering, cooking or baking; ability to understand and follow oral and written instructions and standardized recipes; physical conditions commensurate with the demands of the position.