

COOK

Department: Human Services
Classification: Non-Competitive
Specification Number: 1980
Approved: 6/21/23
Revised: By JG

MINIMUM QUALIFICATIONS

Either:

- a) Completion of middle school and two (2) years of paid cooking experience; or,
- b) One (1) year of experience as a permanent Assistant Cook.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title performs skilled cooking in the production of meals. The incumbent may assist a higher-level cook but is responsible for the complete preparation of the meal. Work performed in this title differs from that of lower-level cooks in the independence in the preparation of the meal. Some direction is provided over Assistant Cooks. Assignments follow policies and procedures and menus are prepared by the employee's supervisor. All work is subject to inspection and review of a Center Manager. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists in the preparation of meals for the Town Senior Citizen Centers;
Supervises and participates in the preparation of breakfast; makes coffee;
Supervises the serving of breakfast; roasts meats; mixes salads; makes soups and gravies; prepares vegetables and puddings;
Takes monthly inventory of supplies and requisitions new supplies when necessary;
Supervises employees in the cleaning of kitchen and dining areas and utensils;
Maintains daily inventory of supplies.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of materials and methods used in preparing food and of the use and care of utensils and equipment; some knowledge of a variety of common recipes; some knowledge of health hazards in food preparation and service and necessary precautionary measures; some knowledge of food values and nutrition; ability to do plain cooking; ability to coordinate the work of a small group of kitchen workers; ability to operate standard cooking equipment and to use kitchen utensils for food preparation; ability to follow and transmit oral and written instruction; ability to work long hours while standing, under conditions of high temperatures; ability to keep records and prepare reports; physical condition commensurate with the demands of the position.