

## COOK

Code No.: 3-08-052

NON-COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a food service position responsible for the preparation, cooking, and serving of hot and cold food items to students, faculty, patients, and patrons in a school or institutional setting. Food is prepared in accordance with established menus or specific diets. Employees may plan menus, complete food requisitions, and maintain inventory records. When assigned to an educational facility, the Cook may either be the responsible food service employee in an elementary school or work under the general supervision of a Cook Manager in an elementary, junior or senior high school. When assigned to an institutional setting, the Cook reports directly to, and works under the general supervision of a Lead Cook, Food Service Manager or other higher level staff member. Direct supervision may be exercised over Assistant Cooks and other food service employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises employees who assist in preparing, portioning, and serving meals according to menu and special diets and in quantities sufficient for the persons to be served;

Prepares and cooks entrees;

Supervises and participates in the preparation, seasoning and cooking of soups, broths, sauces, gravies, vegetables, salads, dressings, desserts and other foodstuffs for consumption in a school, institutional cafeteria or hospital room;

Prepares bread, rolls, cakes, pies and pastries in the absence of a full-time Baker;

Assists with planning and preparing menus;

Slices and portions meat for cooking and serving;

Requisitions food and assists in, or keeps inventory of, foodstuffs received and disbursed;

Supervises and may participate in cleaning of kitchen utensils, equipment, and inspection of work area for cleanliness and functional operation;

Supervises and participates in preserving, storing, and preparing left-over food;

Keeps records such as cash receipts, perpetual inventory, food production;

Operates and cares for kitchen equipment requiring attention to safety such as steam kettles and slicers;

Serves food from steam tables to students, faculty, and patrons.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the proper methods for preparing, cooking and serving quality food in large quantities and for storing and preserving food; good knowledge of the proper care and operation of kitchen utensils, equipment, and appliances; good knowledge of the principles of nutrition and a balanced diet; good knowledge of the sanitary and safety principles and practices applicable to food production and serving; working knowledge of cleaning methods and of the use of cleaning supplies for appliances, equipment, and food preparation and serving areas; ability to plan, assign, and review the

work of others; ability to follow menus, special diets, and recipes and simple oral and written directions; ability to prepare, serve, preserve, and store food with proper regard to sanitary and safety principles; ability to plan and prepare menus; ability to work under time constraints and to meet food production schedules; ability to deal effectively with students, faculty, patients, other diners, and co-workers; record keeping ability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Food Service Administration or Culinary Arts or a closely related field, PLUS six (6) months of paid full-time or its part-time equivalent experience in the preparation and cooking of a complete menu of foodstuffs for consumption on a large scale for a restaurant, hotel or institution, other than short order or fast food; OR,
- (B) Two (2) years of paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**ADOPTED:** February 5, 1976  
**REVISED:** February 28, 1980  
**REVISED:** November 1, 1984  
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