

## **ASSISTANT COOK**

Code No. 3-08-056  
NON-COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry level cooking position involving responsibility for assisting in the preparation of hot and cold food items to serve students, faculty, patients, and patrons in a school or institutional cafeteria or in hospital rooms. Employees work closely with the Cook in preparing the main entree and operate those pieces of kitchen equipment requiring careful attention to safety practices and precautions. When assigned to an educational facility, the Assistant Cook may work under direct supervision of a Cook in an elementary school, under a Cook Manager in a junior or senior high school, or be in charge in a satellite operation serving pre-cooked food that requires portioning and heating. When assigned to an institutional setting, the Assistant Cook works under direct supervision of a Cook, Supervising Cook, or Dietitian. The Assistant Cook assumes the duties and responsibilities of the Cook during absences. The Assistant Cook may assign tasks to 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.)

Assists the Cook in the preparation of the main entree;

Prepares soup from meat stock;

Prepares gravies, sauces, and dressings;

Prepares sandwiches, salads, and vegetables;

Slices meat for cooking and serving;

Prepares baked goods in the absence of a full-time baker;

Assists in the preparation of foods for special diets, such as low calorie, low sodium, low sugar, or high protein;

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

Records foodstuffs removed from stores;

Assists Cook Manager or Supervising Cook in taking food inventory;

Gives orders to food service employees regarding daily tasks;

Cleans kitchen equipment and food preparation area;

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

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the proper methods of preparing, cooking and serving food for large scale consumption; good knowledge of the proper care and operation of kitchen utensils, equipment and appliances; working knowledge of the principles of nutrition and a

balanced diet; working knowledge of the use and application of cleaning supplies for appliances, equipment, and food preparation and serving areas; ability to follow recipes and simple oral and written directions; ability to prepare, serve, and store food with proper regard to sanitary principles; ability to deal effectively with students, faculty, patients, other diners, and co-workers; ability to keep records; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Successful completion of a recognized certificate program in Food Service Administration specifically dealing in Food Production rather than Management; OR,
- (B) One (1) year paid full-time or its part-time equivalent experience in food preparation on a large scale for a cafeteria, restaurant, hotel, or institution, other than short order or fast food.

NOTE: Applicants qualifying under option (A) must submit a copy of a certificate or diploma in support of satisfactory program completion.

**SPECIAL REQUIREMENTS:** Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: December 6, 1979

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REVISED: October 14, 1993