

COOK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class are responsible for the preparation of food in a quantity food production system to provide nutritionally adequate, therapeutically correct, appetizing meals. Tasks are performed in accordance with New York State Department of Health regulations and departmental policies and procedures. Depending upon assignment (County hospital, residence, correction facility, or other institution), food may be prepared for inmates, patients, residents, other personnel or facility cafeteria. Guidance and leadership may be provided to subordinate and/or hourly staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares meats, breakfast foods, soups, sauces, vegetables, other menu items, etc., from standardized recipes in accordance with Department of Health regulations and Department policy and procedures;

Uses or operates various pieces of cooking equipment, i.e., jet cooker, steamer, grill, broiler, steam pots;

Monitors food temperatures and portion sizes in accordance with department guidelines and/or dietary requirements;

Prepares food for specialized diets, as needed, according to recipes and dietary requirements;

Checks food production schedules to ensure any necessary preparation has been accomplished to serve meals;

Serves food on a tray production line, when required;

Dates, covers and stores, at proper temperatures, food for later service;

Attends menu planning conferences and in-service training, as required;

Assists in loading food into containers used to transport cooked food to other sites, when necessary;

May serve foods to patients, residents, inmates and/or personnel;

May assist in the cleaning of cooking equipment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern methods and equipment used in the preparation of food in large quantities; ability to prepare and cook food in large quantities; ability to perform basic arithmetic; ability to follow written and/or oral instructions; ability to lead and guide the work of others; ability to get along with others; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; cleanliness; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) one year of formal training in food service and one year of experience in quantity food preparation; or (b) two years of experience in quantity food preparation in a large institution; or (c) a satisfactory equivalent combination of the training and experience as defined in (a) and (b).