

HEAD COOK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class supervises the food preparation and cooking in a large kitchen at the Westchester County Medical Center or in the Department of Corrections and is responsible for planning and assigning work to kitchen staff and requisitioning of supplies. Supervision is exercised over a number of cooks, assistant cooks, and kitchen helpers. If assigned to Corrections, may supervise inmate kitchen workers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

If assigned to WCMC

Supervises the work of cooks, assistant cooks, and kitchen helpers in food preparation;

Prepares daily assignments for cooks, assistant cooks, and kitchen helpers;

Supervises and assists in the training of cooks and assistant cooks;

Aides the dietitian in menu planning and food regulating;

Assists the dietitian in the receiving and checking supplies;

Supervises the cleaning of equipment used in food preparation;

Prepares and cooks various meals when necessary.

If assigned to Department of Corrections

This function being privatized effective 1/1/96

Supervises the work of supervisors, cooks, assistant cooks, and inmate kitchen workers in food preparation, and cooks meals when necessary;

Directs the work of supervisors in meal service;

Prepares daily assignments for cooks, assistant cooks and inmate kitchen workers;

Prepares monthly schedule for supervisors and cooks;

Supervises and assists in the training of supervisors, cooks and inmate workers;

Evaluates the work performance of supervisors;

Assists the Food Service Manager in menu planning and food regulation;

Supervises the storage of food and supplies, receives and checks supplies when necessary;

EXAMPLES OF WORK: (Illustrative Only) (Con't)

Supervises the cleaning of all kitchen and dining room equipment, cleans equipment when necessary;

Observes contacts of inmates and reports any changes in behavior.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern methods and equipment used in the preparation and cooking of food in large quantities; good knowledge of quality and grades of food supplies; meats and vegetables; ability to prepare and cook food in large quantities; ability to read, write and to do basic arithmetic; ability to plan and supervise the work of others; ability to get along well with others; cleanliness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Four years of experience in quantity food preparation, two years of which shall have been in a supervisory capacity.

SUBSTITUTION: Possession of an Associates Degree from the Culinary Institute of America may be substituted for 1 year of the above general experience.