

COOK  
(SCHOOL DISTRICTS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the School Food Service Director, School Lunch Manager or Cook-Manager, the incumbent of this position routinely prepares, cooks and serves a variety of foods in large quantities for use in a school lunch program. Supervision may be exercised over the work of Assistant Cooks and Food Service Helpers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the preparation, cooking and serving of food;

Follows standardized recipes for accurate food preparation;

Receives and inspects food to be cooked;

Operates various cooking equipment including ovens, grills, steamer, kettle, slicing machine, etc;

Prepares, cooks, and serves meats, fish, poultry, sauces, soups, vegetables, desserts, salads, casseroles and other foods in quantity in accordance with Westchester County health regulations;

Maintains log recording all foods prepared daily;

Supervises and participates in cleaning of the kitchen, serving, storage, dining areas, and care of equipment;

Keeps attendance records for employees;

May assist with the inventory and care of foods and supplies;

May assist in the planning of menus;

May assist in the planning of work schedules;

May prepare and bake rolls, cakes, pies, etc;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern methods and equipment used in the preparation, cooking and serving of food in large quantities; good knowledge of cleaning methods, materials and equipment; some knowledge of nutritional values of foods; ability to supervise the work of others; ability to prepare, cook and serve food in large quantities; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; ability to interpret recipes and cooking measurements; ability to keep simple records and submit reports; ability to get along well with children and adults; ability to understand and carry out oral and written

directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail 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 duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Three (3) years of experience where the primary function of the position was in the preparation, cooking, and serving of food on a large scale\*\*.

\*\*DEFINITION: Large scale is defined as the preparation, cooking and serving of food for more than 200 people on a daily basis, either in an institutional setting such as a hospital, school, correctional facility, or nursing home, or in a catering hall or other related business where the primary function is preparing, cooking and serving food for more than 200 people on a daily basis.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards an Associate's Degree in Culinary Arts and Management or a related field may be substituted on a year for year basis for up to two (2) years of the specialized experience described above. All coursework must be verified by official transcript.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.