

COOK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the routine preparation, cooking and serving of a variety of foods in large quantities for use in a nutritional program. Supervision is exercised over Assistant Cooks and Food Service Helpers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the preparation, cooking and serving of food;

Follows standardized recipes for accurate food preparation;

Receives and inspects food to be cooked;

Prepares, cooks, and serves meats, fish, poultry, sauces, soups, vegetables, desserts, salads, casseroles and other foods in quantity;

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

Supervises the inventory and care of foods and supplies;

Keeps simple records on food and supplies usage;

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

Keeps attendance records for employees;

Plans work schedules;

May plan menus;

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 others; 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.