

Department: In all Civil Divisions  
Classification: Non-Competitive  
Grade: 6

SPEC DISK G1  
DOCUMENT 44

## COOK

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for preparing, cooking and serving of meals in a school, health care or correctional facility. Depending on the size and type of institution, the duties of the incumbent will vary with respect to the number and class of employees supervised and involvement in ancillary aspects to cooking; i.e., dietary planning. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Prepares, cooks and serves meals for students, staff, residents or inmates using standard kitchen utensils and equipment;  
Orders food and supplies used in the preparation of meals according to an established menu and inspects food when received to insure proper quantity and quality;  
Plans or assists in planning meals and menus insuring that basic nutritional principles are followed;  
Supervises subordinate employees and assists in the serving of food and the cleaning of the kitchen and dining areas and cooking utensils;  
Insures that food and supplies are properly stored to avoid waste and spoilage;  
May prepare and maintain a variety of records and reports relative to the food service function.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of planning, preparing, cooking and serving food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning materials and equipment; ability to plan and supervise the work of others in the cooking and serving of food and cleaning; ability to keep simple records and make reports; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

One year of experience in the preparation of food on a large scale.

Amended: 11/18/92