



**Classification:** Cook III  
**Title Code:** V00303  
**Pay Range:** 10

**POSITION SUMMARY:**

This is skilled cooking and food preparation work. An employee in this position performs skilled cooking in the preparation of meals. Duties may also include training lower level cooks and helpers, serving as a lead worker, and providing technical guidance in the supervisor's absence. Supervision is received from a designated superior who provides specific instructions and review.

**DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists in the cutting, carving, and slicing of meats by using hand cutting instruments, electric meat saw, or slicing machine; removes various meats from the freezer in preparation for the next day's meals.

Safeguards all food, supplies, and equipment from damage and theft.

Inspects food for freshness or spoilage; assists in the planning and utilization of leftover foodstuffs.

Assists in the preparation of menus; properly stores leftover foods at prescribed temperatures.

Maintains sanitary conditions in the kitchen and dining area by participating in the cleaning of stoves, ovens, grills, freezers, refrigerators, floors, cabinets, and other kitchen utensils, equipment, and surfaces.

Refills crocks, salad bar line, and fruit bowls when needed.

Assists with serving meals to students, visitors, employees, etc.; assists with disassembling of the hot food line at the end of shift.

Prepares a major part of a meal on an independent basis; cooks vegetables, eggs, and meats; bakes pastries and bread; makes jello salads and other simple desserts.

Washes dishes, pots, pans, and utensils when necessary.

Serves as a lead worker and provides technical guidance in the supervisor's absence.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of materials, methods, and equipment used in large-scale cooking.

Considerable knowledge of the operation and use of dish room equipment.

Considerable knowledge of the hazards of general cooking work.

Considerable knowledge of food value and nutrition.

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Ability to follow and understand oral and written instruction.

Ability to observe adequate safety precautions.

Ability to work long hours while standing.

Ability to cook on a large scale.

Ability to read and interpret recipes.

Ability to identify type, cuts, and grades of meat.

Ability to understand and follow oral and written instructions.

Ability to plan and prepare meals on a large scale.

Ability to work independently with general supervision.

Ability to exercise judgment and discretion.

Ability to serve in the capacity of lead worker and give technical advice when authorized.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Completion of the tenth grade. One year experience as a Cook II OR three years of commercial or institutional cooking experience of which one year must have been in a supervisory capacity. Coursework or training in cooking or food preparation may be substituted on a month for month basis for the general experience.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.