



**Classification:** Cook I  
**Title Code:** V00301  
**Pay Range:** 07

**POSITION SUMMARY:**

This position is routine cooking and preparation of food in a cafeteria environment. An employee in this position is responsible for performing routine duties involved in preparing and serving food and performing related cleaning duties. Work is performed under close supervision.

**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.)

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

Prepares one part of a major meal such as an entree, vegetable, salad or dessert, in proper quantities for serving; measures, mixes, seasons, and otherwise prepares dish.

Assists in the preparation of several parts of a major meal by mixing, stirring, ladling, adjusting heat, etc.

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

Serves food in cafeteria; sets up food line by stocking required food and drink.

Inspects food for freshness or spoilage and stores leftover food in refrigerator or freezer at prescribed temperatures.

Performs other related work as assigned.

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

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

Some knowledge of food values and nutrition.

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

Ability to follow and understand oral and written instruction.

Ability to work long hours while standing.

Ability to cook on a large scale.

Ability to read and interpret recipes.

Ability to work independently with general supervision.

Ability to exercise judgment and discretion.

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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. Possess at least six months of cooking experience OR possess at least one year as a Food Service Helper or similar experience involving food preparation. Coursework or training in cooking or food preparation may be substituted on a month for month basis for the required 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.