



**Classification:** Cook II  
**Title Code:** V00302  
**Pay Range:** 07

**POSITION SUMMARY:**

This is general cooking and food preparation work. An employee in this position assists a higher-ranking cook in the preparation of one or several parts of a major meal. Duties also include routine preparation of vegetables and other foods for cooking, dishing or serving of food, and cleaning of kitchen equipment and utensils. 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.)

Prepares food for general cooking with primary emphasis on vegetables, hot dishes, soups, and gravies.

Inspects food for freshness or spoilage; properly stores leftover foods at prescribed temperatures.

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

Prepares vegetables for cooking and salads; makes jello and other simple desserts.

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

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

Performs other related work as assigned.

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

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

Working knowledge of food values and nutrition.

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

Knowledge of the hazards of general cooking.

Ability to plan menus not requiring the application of professional dietetic principles.

Ability to observe adequate safety precautions.

Ability to follow and understand oral and written instruction.

Ability to work long hours while standing.

Ability to cook on a large scale.

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Ability to read and interpret recipes.

Ability to work independently with general supervision.

Ability to exercise judgment and discretion.

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 one-year experience as a Cook I OR two years of commercial or institutional cooking experience. 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.