



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 also responsible for related duties involved in serving food and cleaning. 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.)

Prepares food for general cooking with primary emphasis on fruits, vegetables, side dishes, soups, and sauces.

Prepares fruits and vegetables for salad bar and cold line.

Maintains sanitary conditions in the kitchen and dining area by participating in the cleaning of equipment, work tables, floors, cabinets, and surfaces.

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

Assists with receiving deliveries and proper storage of food and beverages.

Assists with serving all aspects of the meals to students, visitors, employees, etc.

Assists with setting up salad bar, cold line, and hot line prior to meal service.

Maintains the cleanliness of the salad bar and refills needed items during service.

Assists with disassembling of the salad bar, cold line and hot line after meal service.

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

Operates cash register during meal service when necessary.

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

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 the hazards of general 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 establish and maintain harmonious working relations with others.

Ability to observe and practice health and safety precautions.

Ability to work with time constraints and manage time accordingly.

Ability to work hours assigned.

Ability to work long hours while standing.

Ability to read and interpret recipes and cook on a large scale.

Ability to exercise judgment and discretion and work independently with general supervision.

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

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.