

## COOK

### DEFINITION

Prepares and cooks main dishes in large quantities; directs volunteers and assists with the serving of food; assists in maintaining a kitchen facility in a sanitary, safe and orderly condition; performs related work as assigned.

### SUPERVISION RECEIVED AND EXERCISED

The Cook receives direct supervision from the Senior Center Coordinator. No direct supervision is exercised, however, direction may be provided to staff and volunteers when performing tasks in the area of responsibility.

### CLASS CHARACTERISTICS

The incumbent in this single-position class is expected to have a high degree of technical expertise and to exercise considerable independence, judgment and discretion while providing service and coordinating work processes. Responsibilities include preparing and cooking nutritionally adequate meals in a timely and cost effective manner.

### EXAMPLES OF DUTIES (Illustrative Only)

- Assembles and prepares main dishes such as vegetables, meats, fish, fowl and soups for large numbers of diners, ensuring that proper quantities, supplies and equipment are available for recipes and production menus.
- Performs mathematical calculations to adjust recipes and portion sizes.
- Plans cooking schedules so that the food will be ready at specified times.
- Directs volunteers in the operation and use of a variety of kitchen and cooking equipment such as blenders, food choppers, mixers, knives, stoves, ovens and grills.
- Receives, stores, labels and rotates food and supplies to ensure freshness and minimize spoilage and waste.
- Responsible for operation of the kitchen including inventory and ordering of supplies
- Lifts and carries moderately heavy supplies to and from kitchen and storeroom, with assistance as necessary.
- Directs the work of volunteers assigned to the kitchen to ensure proper cooking and sanitation procedures.
- Directs volunteers and assists in serving food.
- Directs volunteers and assists in cleaning and storing food service equipment and food supplies.

### QUALIFICATIONS

#### **Knowledge of:**

- Methods and practices used in quantity cooking.

- Food preparation and presentation methods, techniques, and quality standards.
- Basic cutlery skills.
- Kitchen equipment and applicable health codes.
- Commercial food service sanitation and safety practices and procedures.
- Operation, cleaning and caring for cooking/baking utensils and equipment.
- USDA and California Health Code provisions and guidelines concerning handling of food and food service supplies and equipment.

**Skill in:**

- Preparing and cooking meats and main dishes in large quantity.
- Safely using a variety of food service equipment.
- Performing mathematical calculations to convert recipes to larger or smaller quantities.
- Identifying workplace hazards and/or unsafe conditions and taking appropriate action to correct.
- Understanding and following oral and written directions.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

**Education and Experience:**

Equivalent to graduation from high school and two years of experience in quantity cooking in a commercial/industrial setting.

**Licenses and Certifications:**

Must be able to successfully complete the Servsafe certification.

**Working Conditions:**

Works predominantly inside. Must be willing to work extended shifts and to work with exposure to potentially hazardous chemicals such as cleaning solvents.

**Physical Demands:**

Must possess mobility to work in a kitchen and use culinary equipment including stoves, ovens and industrial mixers; strength to lift and carry ingredients weighing up to 50 pounds and to reach and stoop to participate in cooking activities; vision to read printed materials; and hearing and speech to communicate in person and over the telephone.