

**CLASS TITLE:**

**COOK'S HELPER**

**Class Code: 02141100**

**Pay Grade: 09A**

**EO Code: H**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To work as a helper to a cook, baker or food service supervisor by performing simple tasks in the preparation of foods and beverages (hot or cold) in a kitchen of a state institution; or, to perform food service duties in a dining room or cafeteria served by this kitchen; to perform food preparation duties in a kitchen or to operate the pan and rack washing machine in the Central Food Processing Plant; or to perform those duties necessary to maintain cleanliness in the kitchen and related areas; and to do related work as required.

**SUPERVISION RECEIVED:** To work under the close supervision of a superior from whom are received detailed and explicit instructions; work is reviewed for compliance with such instructions.

**SUPERVISION EXERCISED:** As required, may supervise the work of patient, inmate or student intern help.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

As assigned to work as a helper under the close supervision of a cook or food service supervisor by performing such duties as:

To wash, peel, chop, dice or grind vegetables, fruits, and other foods for cooking or for salads; to do other simple work in food preparation such as: making toast, coffee, tea, chocolate; preparing cereal, cooking eggs; making sandwiches; stirring soups; boiling potatoes or other vegetables; to prepare patient intravenous feeding by measuring and assembling specified ingredients using graduated devices; to assemble diet trays and as instructed arranges food thereon to be served to patients; loads food onto food trucks or places food in receptacles in steam tables; to set up dining tables for service; and as required to serve food to persons in cafeteria from steam tables; to collect trays, soiled dishes, cutlery, glassware, etc. after meals and to dispose of scrap or leftover foods; to restock and maintain order of limited amounts (week's supply) of storegoods; to wash dishes manually or in an automatic dishwashing machine and to wash cutlery and glassware and to put them in their designated places for reuse; to clean and wash food trucks, dishwashing machines, freezers, walk-in refrigerators and other kitchen equipment and utensils; to clean and washdown the food preparation areas, kitchen cafeteria and related dining areas including floors, walls, immovable equipment and portable food service equipment; and to do related work as required.

As assigned to work as a helper under the close supervision of a baker by performing such duties as:

To assemble materials and to weigh, measure and as instructed mix ingredients by hand or in an electric powered mixing machine; to roll dough, and fill pans with dough or batter; to place goods to be baked in, and remove them from ovens; to perform such tasks as carrying materials to a baker or to machines, depositing ingredients in containers, greasing pans, lining pans with greased paper or other appropriate lining; to move racks or rack trucks of dough and/or batter, or baked goods to and from ovens; to clean bakery areas and related equipment and utensils; and to do related work as required.

As assigned, to work in the Central Food Processing Plant by performing such duties as:

To work as a helper to cooks, bakers and meat cutters in performing such tasks as assembling, portioning, packaging and transporting of materials; to operate a pan and rack washing machine; to wash pots and pans; to clean work areas and refrigerators; and to do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A familiarity with the methods and procedures applied in the cooking and baking of food, and in food service and in cleaning of kitchen or baking areas; the ability to understand and follow simple verbal or written directions; the ability to exercise care in the handling, washing, drying and storing of cooking or baking equipment, and glassware; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Sufficient to follow simple verbal and written directions and to generate simple sums and differences; and

Experience: Such as may have been gained through: employment as a helper in a kitchen or bakery in a hospital, hotel or restaurant which required the performance of routine work in food preparation, food service and various tasks incidental to the preparation of food in a kitchen or bakery, and food service in a dining room or cafeteria.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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