

CLASS TITLE:

PRINCIPAL COOK

Class Code: 02141400

Pay Grade: 18A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: On an assigned shift, to be responsible for planning, supervising, preparing and cooking of all food and the preparation and making of beverages in a kitchen providing meals daily to 500 or more persons; to plan daily production assignments and to instruct and direct cooks and helpers in large food manufacturing, assembling and packaging in the Central Food Processing Plant.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior; receives technical assistance in menu preparation or food preparation from a dietitian who may review work in process or upon completion for conformance to food policies and given instructions.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of subordinates engaged in the preparation and cooking of food and in kitchen maintenance.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

On an assigned shift, to be responsible for planning and supervising the preparation and cooking of all food in the preparation and making of beverages in a state institution or public building kitchen providing meals daily to 500 or more persons; as required, to participate in the preparation and cooking of foods.

To plan daily production assignments and to instruct and direct cooks and helpers in large food manufacturing, assembling and packaging in the Central Food Processing Plant.

To estimate food needs in advance and to requisition kinds and amount of food necessary to comply with menu requirements.

To supervise the receipt, storage, care and distribution of food supplies.

To be responsible for the preparation of meals adhering to approved standardized recipes and a predetermined time schedule.

To instruct and train subordinates in the proper preparation and cooking of foods.

To inspect kitchens, cafeterias, refrigerators, storage rooms and kitchen equipment for cleanliness and freedom from pests and rodents.

To consult with and work with a superior in the development and maintenance of an adequate dietary program.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of food and beverage preparation; a working knowledge of kitchen management; skill in the various branches of cookery involving the preparation of meats, fish, vegetables, soups, salads, beverages and desserts in large quantities; the ability to plan, lay out, and supervise the work of others engaged in preparing and cooking food to be served daily to at least 500 persons; the ability to operate a food production department in the Central Food Processing Plant; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity as a cook engaged in the preparation of foods of all kinds in large quantities in an institution, hospital, hotel or large restaurant.

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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