

CLASS TITLE: SENIOR COOK

Class Code: 02141300

Pay Grade: 15A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: On an assigned shift, to be responsible for planning, supervising, preparing and cooking of all foods and the preparation and making of beverages in a kitchen providing meals daily to at least 100 but less than 500 persons; or to act as a supervisory assistant to a cook of superior rank in a large kitchen; to assist a cook of higher rank in the manufacturing, assembling and packaging of food and to instruct and direct subordinate personnel in the Central Food Processing Plant; to participate in the preparation and cooking of foods; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior when serving as cook in charge of a kitchen; or works under the general supervision of a cook of higher rank when working in a larger kitchen.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

On an assigned shift, to be responsible for planning, supervising, preparing and cooking of all food and the preparation of beverages in a kitchen providing meals daily to at least 100 but less than 500 persons; to assist a cook of higher rank in the manufacturing, assembling and packaging of food and to instruct and direct subordinate personnel in the Central Food Processing Plant; to participate in the preparation and cooking of food.

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 act as a supervisory assistant to a cook of superior rank in a large kitchen and to prepare and cook foods as directed.

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 for serving daily at least 100 but less than 500 persons; the ability to assist in the operation, or as required, 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 as a cook engaged in the preparation of foods of all kinds in large quantities in a 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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