

## **COUNTY OF SOLANO**

### **COOK (SUPERVISING)**

#### **DEFINITION**

Supervises, coordinates and occasionally participates in the activities of cooks and minimum security inmate workers engaged in preparing, cooking and serving food in an institution.

#### **CLASS CHARACTERISTICS**

This is a first line supervisory class characterized by the responsibility to coordinate and participate in the preparation of food in an institution. This class is distinguished from Food Service Coordinator in that the latter is responsible for a large food service operation.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a management level employee.

Exercises supervision over Cooks and inmate workers.

#### **EXAMPLES OF DUTIES** –*Duties may include but are not limited to the following:*

Plans varied menus to ensure that the food is appetizing and nutritionally suitable in consultation with nutritionist; estimates food consumption and requisitions or purchases foodstuffs and equipment; receives and checks foods and supplies for quality and quantity; assists with and recommends items for food budget needs.

Prepares, cooks and serves meals; maintains time and payroll records; maintains records on kitchen operations and prepares reports for management and other agencies as required.

Supervises, cooks and oversees minimum security inmate workers engaged in preparing, cooking and serving meals; assists in selecting new staff; provides instruction and training; plans, coordinates, assigns and reviews work activities; maintains standards; allocates personnel; approves leave; prepares schedules; acts on problems and writes performance evaluations; makes recommendations on personnel transactions.

Maintains daily record of meals served and takes inventory of supplies and equipment; coordinates the repair of equipment as needed.

Ensures that kitchen and dining area and equipment and utensils are maintained in a sanitary manner and assists in maintaining cleanliness.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of

changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate; attends state food service training.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Considerable knowledge of common methods and procedures of food preparation for large groups.

Methods and procedures regarding food preservation.

Kitchen and dining area sanitation.

Use and care of equipment and utensils used in food preparation.

Procurement of food stuffs and kitchen equipment.

Food inventory control.

Working knowledge of public administration including budgeting, program planning, supervision and bookkeeping.

Procedures and requirements for ordering and utilizing state surplus foodstuffs.

#### **Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

Operate kitchen and food service equipment.

#### **Ability to:**

Plan appealing and nutritious menus; prepare food in quantities; plan and administer food service and activities.

Develop and implement operational procedures.

Identify and analyze operational and administrative problems and implement changes.

Communicate effectively both verbally and in writing; demonstrate tact and diplomacy.

Establish and maintain cooperative working relationships.

Understand objectives in relation to departmental goals and procedures.

Prepare budgets and brief narrative and statistical reports.

Collect and analyze data to draw logical conclusions and make appropriate recommendations.

Comply with laws, regulations and professional practices governing food preparation in institutions.

Supervise the work of others engaged in food preparation; organize and prioritize work assignments; determine and evaluate levels of achievement and performance; effectively delegate responsibility and authority to others.

Secure cooperation and teamwork among support staff.

Understand and analyze expenditure reports.

Maintain accurate records and document actions taken.

Interview people to recommend personnel transactions and to evaluate services offered.

### **EXPERIENCE AND EDUCATION/TRAINING**

#### **Experience:**

Four years of food preparation experience for large groups which included considerable institutional experience and some supervisory experience.

#### **Education/Training:**

Associate's degree is required in Food Service Management, or a closely related area.

### **SPECIAL REQUIREMENTS**

Possession of or ability to obtain a Food Handler's certificate may be required.

### **SUPPLEMENTAL INFORMATION**

Incumbents must be able to perform manual labor associated with food preparation for large groups; be able to work in a hot environment and be able to stand for long periods of time.

Work may include lifting objects weighing between 50 and 100 pounds and may include working with a full range of body movements involving reaching, bending, grasping and climbing.

Incumbents may be required to work outside normal business hours.

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Requires the ability to conceptualize harmonious or contrasting combinations of colors, forms, sounds, tastes, odors or textures associated with job-related objects, materials or ingredients.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.

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Director of Human Resources

**Established Date:** September 1989  
**Revised Date:** November 2002  
**BOS Date:** June 30, 2003

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