

COUNTY OF SOLANO

COOK

Rev. 9/89

DEFINITION

Under general supervision, prepares and serves meals for large groups of people in an institutional setting; performs related duties as required.

DISTINGUISHING AND/OR CLASS CHARACTERISTICS

This is a journey level class characterized by the responsibility to prepare a wide variety of foods for large groups and oversee activities of minimum security inmate workers assigned to kitchen duties. Food is prepared in accordance with established menus. This class is distinguished from Supervising Cook in that the latter have overall supervisory responsibility for the operations of a small kitchen/food service facility.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Reads menu to estimate food requirements and procures food from storage; takes count of meals served and utensils used in serving food.
2. Adjusts controls to regulate temperature of ovens, broilers, and grills to cook food; measures and mixes ingredients according to recipe, using a variety of kitchen utensils and equipment; bakes, roasts, broils and steams meats, fish, vegetables and other foods; cuts, trims and bones meats prior to cooking and bakes breads, rolls, cakes and pastries.
3. Adds seasoning to food during mixing or cooking according to personal judgment and experience and tests food being cooked by tasting and smelling to determine that it is cooked.
4. Carves meats and portions of food on serving plates; oversees work of minimum security inmate workers assigned to kitchen duties; washes, peels, cuts and blanches vegetables and fruits to prepare them for use.
5. Prepares and cooks meals for individuals requiring special diets; sets out foods needed for preparation of meals for the following day.
6. Cleans kitchen equipment and utensils and maintains kitchen and dining area in a sanitary state.

QUALIFICATION GUIDELINES**Education and/or Experience**

Considerable food preparation experience which included some experience preparing food in an institutional setting which demonstrates possession of and competency in requisite knowledge and abilities.

Knowledge/Skills/Abilities

Considerable knowledge of common methods and procedures of food preparation for large groups; methods and procedures of food preservation; kitchen and dining area sanitation; use and care of cooking equipment and utensils; kitchen safety.

Working knowledge of food nutritional values and food combinations.

Ability to understand written and oral instructions; communicate effectively both verbally and in writing; cook foodstuffs in quantity according to menus; supervise the work of helpers; organize and prioritize work assignments; make routine arithmetical computations; establish and maintain cooperative working relationships, recognize and respect limit of authority and responsibility; prepare and serve food in an allotted time on schedule; maintain kitchen and kitchen utensils and equipment in a sanitary manner.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a Food Handler's certificate issued by the State of California may be required.

SUPPLEMENTAL INFORMATION

Incumbents must be able to perform manual labor associated with cooking and serving large quantities of food which may include lifting objects weighing between 50 and 100 pounds.

Incumbents must be able to work in a hot environment and stand for long periods of time. Incumbents may be required to work outside normal business hours and work may involve working with full range of body movements including reaching, bending, grasping and climbing.

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

Department Head

Date