

**COOK**

**DEFINITION**

To prepare and cook main dishes; to plan menus and order food; and to determine price to charge for food items.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Department supervisor or manager.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Prepare main dishes; prepare and cook meat dishes, sandwiches, soups, vegetables, gravies and sauces; clean and prepare vegetables for salads.

Cook breakfast orders, such as eggs, bacon, potatoes and hot cakes.

Plan menus and determine optimum quantities of food to order and prepare.

Order meats, produce, milk products and other food stuffs; order food for school events and athletic events.

Determine price to charge for food items.

Assist on serving line and cash register as required.

Perform inventory audit; maintain cleanliness of the kitchen area; wash utensils, pots and pans.

Check and fill all drink machines.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Methods, techniques and equipment used in preparing and cooking foods in large quantities.

Kitchen sanitation and safety measures.

Inventory methods and procedures.

Basic mathematic principles.

Skill to:

Cook and bake skillfully.

Plan menus and determine food quantities to order and prepare.

Follow oral and written directions.

(over)

**MINIMUM QUALIFICATIONS (CONTINUED)**Skill to (Continued)

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative work relations with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience as a cook in preparing and cooking food in large quantities, including meat dishes.

Training:

Equivalent to completion of the twelfth grade.