

<i>Code: 4335</i> <i>Title: COOK</i>

SUMMARY: Responsible for preparing and volume cooking meals and special diet meals in a large-scale institutional setting, other than corrections or detention facilities. It is distinguished from the Cook-Senior which leads and participates in the preparation and volume cooking of meals and special diets in a large-scale institutional setting.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs large-scale cooking of regular and special diet foods according to prescribed menus and recipes;
Insures that meals are ready on schedule;
Assists in estimating food consumption and requirements to determine type and quantity of food to be prepared;
Operates standard kitchen equipment including ovens, steamers, slicers and mixers;
Assists food service staff in cleaning kitchen and dining areas;
Assists food service staff in setting up and serving food, preparing take-out food, and storing leftover food;
Assists other staff in catering, setting up, delivering and cleaning for banquets and meetings;
Helps train staff in food preparation, safety and sanitary measures.

KNOWLEDGE & SKILLS:

Knowledge of:

- techniques and practices for large-scale/high-volume food preparation for standard and special-diet items;
- kitchen safety, sanitation and hygiene;
- menu development;
- type and quantities of foods required for volume and special diet cooking and how to minimize waste.

Skill in:

- reading, comprehending, and following recipes;
- operation of food preparation equipment and maintaining required cleanliness of kitchens;
- estimating type and quantities of foods required for meals and minimizing waste;
- coordinating the work of others engaged in food preparation;
- communicating effectively in the English language.

MINIMUM QUALIFICATIONS:

One year of cooking experience in a commercial (includes fast food establishments) or institutional (large scale) food service setting.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to obtain/maintain the required licensure shall be grounds for termination.

Special Notice Items: All positions require that employees be free from blood borne pathogens and communicable diseases. Hepatitis B vaccine and TB tests will be provided.

Physical/Sensory Requirements: The ability to lift, carry, push and pull up to 50 pounds; stand for extended periods of time; work in extremes of heat, moisture and humidity; tolerate frequent exposure to cleaning chemicals; properly wear required safety clothing/equipment.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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