

Jurisdiction: Cortland County
Jurisdictional Class: Non-competitive
Adopted: 10/20/05
Amended: 6/27/18; 10/17/22

COOK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the preparation and cooking of a variety of nutritious meals. In large kitchens, a cook usually has responsibility for one part of a meal. In a small kitchen, a cook may oversee the cooking of an entire meal and, in some cases, may have charge of the entire kitchen operation. Work is performed under general supervision. Supervision may be exercised over kitchen and/or food service personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and cooks the difficult courses of meals such as meats, fish, poultry, soups, vegetables, etc.;

Oversees and participates in the preparation of salads, sandwiches, pastries, and desserts;

Cuts, cleans, and dresses meat, fish, and poultry;

Assists with the management of the food service program by conferring with supervisor on menu planning, maintaining basic records of supplies received and used, taking periodic inventories of supplies, and maintaining employee time records;

Checks on delivered supplies and supervises storage of items;

May participate in the serving of food;

May order daily supplies of bread, milk, ice cream, etc.;

May oversee the work of kitchen personnel in the preparation and serving of food, and the cleaning of tables, kitchen utensils, stoves, and kitchen.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of approved methods of preparing, cooking, and baking food in large quantities;

Good knowledge of modern cooking utensils, appliances and equipment;

Good knowledge of kitchen and food preparation sanitation;

Ability to plan with a view to economy and efficiency in the use of supplies, equipment, and food;

Ability to follow recipes and oral and written directions;

Ability to participate in assigned projects and lay-out work for others;

Ability to keep basic records;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Six (6) months of experience in large-scale or institutional food preparation.

NOTE:

Study in a college or vocational institute in cooking, food service administration, or a similar field may be substituted for the required experience on a year-for-year basis.

OSHA Bloodborne Pathogens Classification – Category 2