



CLASS SPECIFICATION

Class Code: 13771
Date Est: 8/2002
Last Rev: 8/2002
Last Title Chg:
FLSA: Non-exempt
Probation: 12 months

COOK – JUVENILE SERVICES

DEFINITION

Under supervision, coordinates the preparation of nutritional meals; prepares, cooks, and dispenses food for the Department of Juvenile Services; and has responsibility for sanitation, and maintenance of the kitchen.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of food service worker experience in food services unit of a hospital, institution, or commercial establishment which must have included the preparation and serving of food or related activities such as the cleaning of kitchen facilities or ordering, stocking and receiving foodstuffs and supplies; OR successful completion of a minimum of 1000 hours of on-call service as a Cook; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

Complete and maintain training and certification in Department approved training including Standard First Aid and CPR and certificate as Food Safety Manager.

SUPERVISION EXERCISED

N/A

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assemble and prepare main dishes such as vegetables, meats, fish, fowl, and soups for large numbers of diners, ensuring that proper quantities, supplies, and equipment are available for recipes and production menus.

Operate and use a variety of kitchen and cooking equipment such as blenders, food choppers, mixers, grinders, slicers, knives, craters, fryers, stoves, ovens, grills, and steam tables.

Work with the Food Manager on product quality and quantity in accordance with Food Service policies and procedures.

Follow menus approved by the Food Manager.

Plan cooking schedules so that the food will be ready at specified times.

Calculate amount of food to be prepared for each meal following established recipes using Daily Productions Records to document actual quantities prepared.

Receive delivered items from vendors; verify quantity against invoice for accuracy; inspect quality of product.

Store, label, and rotate food and supplies to ensure freshness and minimize spoilage and waste.

Order food and cleaning supplies using an inventory control process.

Inform the Food Manager of problems concerning equipment and supplies.

Teach culinary job/life skills to youth assigned to kitchen; ensure proper cooking and sanitation procedures are followed.

Ensure that youth perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

Check for storage of food at proper temperature and refrigeration.

Clean and sanitize kitchen equipment, counters, and appliances.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Operations, policies, and procedures of the Department.

Local and national standards and requirements for food service.

Laws, regulations, and policies governing the direction of youth in culinary programs.

Security procedures and techniques when directing youth.

Computer software specific to the department.

Ability to:

Direct youth, including training, assigning, and reviewing work, and ensuring compliance of food services policies and procedures.

Plan, coordinate, and direct food preparation to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Techniques and methods used in quantity food preparation.

Banquet, buffet, or catering service procedures.

Grilling, frying, baking, broiling, and steam equipment and service procedures.

Local, State, and Federal regulations governing quantity food preparation.

Equipment and utensils used in the preparation, cooking, and serving of food.

Proper kitchen sanitation methods and procedures.

Methods for the safe handling and storage of commercial cleaning solvents.

Principles and practices of work direction, coordination, and training.

Ability to:

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Prepare and serve food in large quantities.

Observe and record events accurately and concisely.

Coordinate the work of cooking preparation to produce the required food at a specified time.

Understand and follow recipes.

Use kitchen equipment including blenders, food choppers, mixers, grinders, slicers, knives, graters, fryers, stoves, ovens, and steam tables.

Interpret and apply regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Relate to youth in a positive, patient and caring yet firm and consistent manner.

Establish, foster, and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Must be willing to work evening, weekend and holiday shifts. Ability to stand for extended periods. Ability to frequently walk, stoop, and kneel. Ability to work on slippery surface. Ability to lift and move objects weighing up to 75 lbs. Ability to work under conditions involving exposure to steam, heat, noise, and chemicals.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date August 2002