

# CLASSIFICATION SPECIFICATION

## Cook

FT/PT Class Code: 7017, 7517      Pay Grade: B/C 05      FLSA: Non-Exempt      Rev. 07/01/15

**SUMMARY STATEMENT:** An incumbent is responsible for cooking, baking, and serving large quantities of food for a campus cafeteria.

### **NATURE AND SCOPE:**

An incumbent typically reports to a technical supervisor and cooks or bakes large amounts of food. An incumbent is responsible for the proper storage of prepared foods; for inventorying, stocking, and rotating food and serving items; and for the cleaning of utensils used in food preparation. An incumbent assists with the orientation of new cooks and may assist the supervisor in purchasing and planning for menu items.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Prepares food items for cooking and serves food to customers.
2. Performs routine cooking such as baking, boiling, broiling, or frying for students and other customers.
3. Inventories, stocks, and rotates food and related serving items.
4. Cleans and sanitizes utensils and equipment used in food preparation; places them in proper storage areas.
5. Places leftover food into storage containers; labels with name and date.
6. Assists supervisor in purchasing and planning menu items.
7. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of the materials, methods, and equipment used in large scale food preparation.
- ◇ Knowledge of cleaning and sanitizing methods and procedures applicable to large scale food service.
- ◇ Knowledge of departmental rules, regulations, policies, and procedures.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to cook complete meals with a minimum of supervision.
- ◇ Ability to bake and prepare a variety of pastries and desserts on a large scale.

**MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or G.E.D. and one (1) year of relevant experience in cooking or short order preparation in a food service operation; or other equivalent combination of education and experience.