

**DEPARTMENT:** ALL  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** JUNE 19, 2020

## COOK

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class involve the preparation and delivery of food to an institutional food service department. Employees in this class may be involved in the preparation, planning, procurement, sanitation, and delivery of nutritious meals. The vast majority of work is performed while standing and the incumbent must be able to lift at least fifty (50) pounds. Work is performed under the general supervision of the Head Cook or management staff for compliance with department policy and regulations. Immediate supervision may be exercised over the work of Assistant Cooks, Food Service Helpers, jail inmates (when assigned to the Sheriff's Office), and assigned personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Depending on work location, participates in the preparation of food items served in schools, the Office for the Aging nutrition program, and the county jail;
2. Depending on work location, supervises the work of subordinates or jail inmates in the preparation of food, the cleaning of tables, kitchen utensils and equipment, stoves, and the kitchen;
3. Maintains proper sanitation and cleanliness of area and equipment according to established policy and standards;
4. Participates and assists in portioning, production, receipt, and storage of food and other supplies;
5. Maintains production records and meal count;
6. Stands for long periods of time while preparing food items;
7. Lifts heavy boxes and containers;
8. Assists in cleaning activities when necessary;
9. When needed, assists with loading food into containers used to transport cooked food to other sites;
10. Assumes responsibility for food preparation in the absence of superior.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of quantity food preparation and service techniques; working knowledge of equipment and maintenance and cleaning of such equipment (i.e. institutional size convection ovens, fryers, mixers, steamers, etc.); working knowledge of sanitation techniques and production; skill in preparing and cooking a variety of recipes; ability to communicate clearly and effectively; ability to follow oral and written directions; ability to supervise the work of others; ability to stand for long periods of time; ability to lift at least fifty (50) pounds; initiative; resourcefulness; tact, integrity; honesty; and courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of an equivalency diploma **AND** one of the following:

1. One (1) year of satisfactory paid experience in large-scale food preparation; **OR**
2. Graduation from a post-secondary vocational/technical institute with a certificate in culinary arts, food service/preparation, or a closely related field; **OR**
3. Completion of thirty (30) semester credit hours from a regionally accredited college or university or one accredited by the New York Board of Regents to grant degrees in culinary arts, food service/preparation, or a closely related field; **OR**
4. Six (6) months of part-time or full-time experience as a Food Service Helper in a nutrition site or school cafeteria; **OR**
5. Satisfactory equivalent combination of the training and experience as defined by (1), (2), (3), and (4) above.

**NOTE:** Part-time experience will be prorated.

**SPECIAL REQUIREMENT:** Candidates must pass a background check for appointment at the Sheriff's Office.