

## COOK

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the preparation and cooking of food. General supervision is received from a technical or administrative person who usually is responsible for the managerial aspects of the work. Exercises direct supervision over Food Service Helpers and others. In smaller food service operations may assume operating responsibility. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Prepares and cooks meat, fish, soups, vegetables, cereals, desserts, salads, and other food; Cuts and cleans meat, fish and vegetables; Supervises the proper storing of food; Supervises the work of assistants in the preparation of food, and the cleaning of tables, kitchen utensils, stoves and kitchen; Keeps simple related records; Assumes responsibility for all food preparation in the absence of superior.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of the methods of preparing, cooking and baking food in moderately large quantities; Good knowledge of cleaning methods and of the use of cleaning materials and equipment; Ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; Ability to follow oral and written directions and recipes; Physical condition commensurate with the demands of the position; May need to work closely with inmates.

**MINIMUM QUALIFICATIONS:** Six months of full-time paid or its part-time equivalent experience in food preparation.

**NOTE:** Verifiable volunteer or unpaid experience may be substituted for paid experience.

**NOTE:** Specialized training in food preparation, nutrition, or related field may be substituted for paid experience.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Revised 2/21/85; 5/16/17; 5/11/22

Reviewed: 3/8/22; 4/12/22