

Geneva City School District: Substitute Positions – Internal Candidates

COOK

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the preparation, cooking, and service of a variety of food. In large kitchens, a cook usually has the responsibility for one part of a meal, such as the meat course, or vegetables, or pastries and desserts. In a small kitchen a cook may supervise the cooking of an entire meal and in some cases may have charge of the entire kitchen operation. Supervision may be exercised over Assistant Cooks and/or Food Service Helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts, salads and other food;
Bakes cakes, pies, rolls and a variety of other pastries;
Cuts, cleans and dresses meat, fish, and poultry;
Supervises the proper storage of food;
Supervises the work of Food Service Helpers in the preparation of food and the cleaning of tables, kitchen utensils, stoves and equipment;
Keeps simple related records;
Prepares employee time cards;
Prints, tallies, and corrects automated selective menus;
Prepares production schedules;
Performs computerized nutritional analysis of menus as needed;
Does routine diet changes when in charge of kitchen;
Does quality assurance monitoring;
Inputs and references data on computerized patient cardex as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the methods of preparing and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods and 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 and provide oral and written directions, and to follow and modify recipes and to make simple arithmetic calculations; ability to follow therapeutic diet spread sheets and to make appropriate substitutions/replacements as needed for wide variety of therapeutic diets; ability to supervise the work of others and to operate a personal computer; physical strength and stamina; physical and mental condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. One year of full-time paid experience, or its part-time equivalent, in large-scale cooking; or
2. Three years of full-time paid experience, or its part-time equivalent, assisting in large-scale cooking; or
3. Its documented volunteer equivalent.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

APPROVED: SEPTEMBER 7, 2011

REVISED: JANUARY 12, 2015

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

(Ontario County job specification for Cook accepted by Geneva City School on 3/8/00, adopted 3/15/00)