

DEPARTMENT: ALL
CLASSIFICATION: NON-COMPETITIVE
APPROVED: JUNE 1, 2012

ASSISTANT COOK

DISTINGUISHING FEATURES OF THE CLASS: Incumbents assist with large-scale food preparation. This position differs from that of a Cook or Head Cook by virtue of the fact that it is considered to be an entry-level cooking position involved in basic meal preparation. Direct supervision is received from a higher-level cooking supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in preparation of food for meals;
2. Reads and follows recipes in the preparation of foods as directed by supervisor;
3. Assists in training and supervising cafeteria personnel;
4. Ensures that food and supplies are stored and cared for;
5. Follows HAACP food safety practices;
6. Maintains cleanliness in the kitchen area and assists in supervising the sanitation practices and participates in cleaning the kitchen, serving, storage, and dining areas, and the care of equipment in accordance with established policy and standards;
7. Assists in supervising the care of and safe use of cafeteria equipment in the kitchen and dining areas;
8. Maintains simple records, completes forms, and assists in ordering food and supplies;
9. May be assigned cashier duties;
10. May act in the place of a Cook and/or Cook Manager when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern cooking utensils, appliances and equipment; working knowledge of approved methods of preparing, cooking and baking food in large quantities; working knowledge of kitchen and food preparation sanitation; working knowledge of food values and nutrition; ability to plan and lead the work of others; ability to read, understand and follow directions and recipes; ability to manipulate kitchen utensils and equipment; ability to maintain simple records and complete reports; ability to lift moderately heavy objects up to forty pounds such as pots, coolers, carriers and cases of food; good personal hygiene and cleanliness; initiative; resourcefulness; tact, integrity; honesty; and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of a standard grade school course **and** six (6) months paid experience in the preparation of food on a large scale **OR**

Twelve (12) months of part-time or six (6) months of full-time experience as a Food Service Helper in a nutrition site or school cafeteria.

NOTE: Part-time experience will be pro-rated towards meeting the experience requirements.

