

GENESEE COUNTY

COOK

DISTINGUISHING FEATURES OF THE CLASS: This is routine work calling for the exercise of good cooking skills and knowledge. An employee in this class works under the general supervision of a superior, with some leeway for the exercise of independent judgment in determining the best methods of preparation of food, in accordance with established schedules and procedures. Immediate supervision is exercised over a number of food service helpers.

TYPICAL WORK ACTIVITIES:

Prepares and serves meals and other meals as required;
Cooks meat, vegetables and casseroles;
Makes salads, sandwiches, puddings and a variety of other foods;
Occasionally assists in serving food at a steam table;
Assists in cleaning activities when necessary;
May assist in estimating necessary quantities of food to be ordered;
May assist in making minor revisions to master menus;
May assist in using computer systems to order supplies.

FOR GENESEE COUNTY:

Ensures meals served meet nutritional guidelines as outlined in dietician approved menus;
May assist with statistical tracking for meals served;
May assist with County Health Department and Commission of Corrections inspections;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Good knowledge of methods of preparing and cooking food in large quantities; good knowledge of modern quantity cooking utensils, appliances and equipment; good knowledge of kitchen and food sanitation, cleaning methods and the use of cleaning materials and equipment; ability to follow oral and written directions and recipes; ability to plan the use of foods to achieve maximum economy and efficiency; ability to supervise others effectively.

CONTINUED.....

COOK
Page 2

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: One year of experience in the preparation of food in quantity.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class
Adopted 2/18/77
Revised 1/3/84, 3/31/00, 5/14/08, 7/30/26

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.