

PERSHING COUNTY CLASS SPECIFICATION

COOK I/II

DEFINITION: Under direct supervision, performs basic food preparation duties in Senior Center. Also cleans food preparation areas, dining areas, and associated equipment as required.

DISTINGUISHING CHARACTERISTICS: Cook I is distinguished from Cook II in that the latter is fully trained in all areas of food preparation and service, work independently and is assigned a full range of duties and responsibilities.

ESSENTIAL FUNCTIONS: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are **least** likely to be essential functions for any single position in this class. (*Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions*).

1. Washes, slices, chops, grates, and peels fruits, vegetables, meats, cheese, and other food items.
2. Measures and mixes ingredients according to recipes, specific instructions, and established procedures.
3. Assists in preparing breads, rolls, buns, cakes, and other bakery items as assigned.
4. Assists with menu planning.
5. Cleans food preparation areas, dining areas, and associated equipment.
6. Assists with maintaining inventory and ordering supplies.
7. Operates various types of powered kitchen equipment such as choppers, slicers, mixers, and dishwashers according to established health and safety procedures.
8. Serves food by placing predetermined portions on trays or in insulated containers for home delivery.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

1. Food preparation methods and procedures;
2. Dining hall set-up;
3. Fire and safety hazards related to food preparation, meal service, and operation of kitchen equipment;
4. Health and sanitation regulations pertaining to food preparation; and
5. Cleaning agents commonly used in sanitizing kitchen areas, dishes, utensils, and equipment.

Skill to:

1. Operate various types of standard powered kitchen equipment such as choppers, slicers, mixers and dishwashers; and
2. Read, write, and follow oral and written instructions.

Ability to:

1. **Make** simple arithmetical calculations to extend recipes;
2. Clean kitchen/dining areas including sweeping, mopping, and vacuuming floors;
3. Serve meals using established portion control; and
4. Follow recipes and food preparation directions.

Required Certifications and Licenses:

Possession of a valid Nevada Driver's License may be required at time of employment. Ability to acquire a Serve Safe Certificate or its equivalent.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Level I: Some experience preparing or assisting with the preparation of meals for large groups.

Level II: One year of experience preparing meals for large groups this includes responsibility for keeping records and for assisting in planning menus.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and ability to work in a kitchen environment for long periods of time. Strength and stamina to stand for long periods of time. Dexterity and coordination to handle various types of kitchen equipment. Ability to comprehend verbal orders and instructions. Some bending, reaching, squatting, and stooping to do minor maintenance checks on equipment. The manual dexterity and cognitive ability to operate kitchen equipment and prepare food under stressful conditions. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Strength and ability to lift up to 50 pounds at times.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Work environment is generally clean with exposure to conditions such as smoke, noise, moisture, steam, and fumes. Work is normally performed inside a kitchen environment where noise levels may be high. Disturbances from customers may be frequent.

FLSA Status: Non-Exempt

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed