ORANGE COUNTY CLASS SPECIFICATION

TITLE:	COOK	I		GRADE: 05
TITLE A	BBREVIATION:	COOK I	TITLE	NO.: 6194
JURIS.C	L: NC SALAR	Y CODE: 01 UNIT:	EEO CODE: SM	FLSA CODE: NE
DEPARTM	ENT: OFFICE F	OR THE AGING	DIVISION:	SR. DINING
SUPERVI	SOR'S TITLE:	SITE MANAGER, SENI	OR DINING PROGRAM	

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the preparation, cooking and serving of a variety of foods under the general supervision of the Site Manager. A Cook I may have responsibility for one part of a meal, such as the main entrée or 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 subordinate staff and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

- 1. Prepares and cooks main entree and/or vegetables, gravies, **starch** and desserts;
- 2. Cuts, cleans and dresses meat, fish and poultry;
- 3. May bake cakes, pies, breads and a variety of other desserts;
- 4. Prepares food and non-food supply orders with the Site Manager;
- 5. Follows safety instructions in the lifting, pushing, transferring and use of equipment, food and cleaning supplies;
- 6. Assists Site Manager with inventory maintenance;
- 7. May supervise the work of subordinate staff and volunteers in the preparation of food, meal service and the cleaning of the kitchen and equipment;
- 8. Responsible for the site operation activities and record maintenance in the short term absence of the Site Manager;
- 9. May supervise and/or participate in receiving deliveries and properly storing food and non-food supplies;
- 10. Serves and/or packs meals and cleans all areas of the dining site including the kitchen, smallwares, floors and equipment as directed;

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11. May transport food/supplies via County vehicle for Senior Dining Program;

- 12. May plan menus;
- 13. Keeps related records as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods of preparing, cooking and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods and 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 interpret recipes and cooking measurements; ability to follow oral and written directions and recipes; ability to follow safety procedures when handling chemical cleaning supplies; ability to bend, lift and carry 50 pounds; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from high school or possession of a high school equivalency diploma and 6 months experience in the preparation, **cooking**, **and service** of food in a commercial, institutional or public facility; OR
- (B) One (1) year of experience in the preparation, cooking, and service of food in a commercial, institutional or public facility.

SPECIAL REQUIREMENTS WHEN ASSIGNED TO THE OFFICE FOR THE AGING: Must possess and maintain of a valid driver's license.

REVISED: 8/28/17 dc