

ORANGE COUNTY CLASS SPECIFICATION

TITLE: COOK II **GRADE:** 07

TITLE ABBREVIATION: COOK II **TITLE NO.:** 6193

JURIS. CL: NC **SALARY CODE:** 01 **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** DIETARY

SUPERVISOR'S TITLE: FOOD SERVICE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the preparation of meals for residents and employees at the Orange County Residential Health Care Facility. Employees in this class direct the work of Assistant Cook IIs and Food Service Helpers and may have charge of the entire kitchen operation in the absence of the Food Service Supervisor. Work is performed under general supervision in accordance with established policies and procedures. May be required to work weekends and/or holidays. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans food preparation activities in advance, according to menu requirements;
2. Prepares and cooks meat, fish, poultry, soups vegetables, cereals, desserts, salads and other foods;
3. Cuts, cleans and dresses meat, fish and poultry;
4. Bakes cakes, pies, breads and a variety of other desserts;
5. Maintains the proper storing of food supplies and prepared foods;
6. Handles food in all stages of production, serving and storage in accordance with established rules to preserve wholesomeness and nutritional value;
7. Directs the work of Assistant Cook IIs and Food Service Helpers in the preparation of food, meal service and the cleaning of the kitchen and equipment;
8. Cleans and sanitizes cooking equipment;

9. Assists the Food Service Supervisor with the operation of the kitchen in accordance with established policies and procedures;
10. Responsible for the kitchen operation activities and record keeping in the absence of the Food Service Supervisor;
11. Keeps related records as directed;
12. May assist the Food Service Supervisor in inventory control.

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; good knowledge of the preparation of special diets required for a geriatric and/or disabled population; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; ability to follow oral and written directions and recipes; ability to get along well with others; 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 one (1) year of experience in the preparation, cooking and service of food in an institutional or commercial setting; OR
- (B) Two (2) years of experience as defined in (A) above.

10/06/06