

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: COOK

TITLE #: 1192

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the preparation and cooking of a variety of food items in a medium or large scale food service operation **or school district**. Responsibility may include the preparation of an entire meal or menu or for specific portions of the meal or menu. When assigned to a school district, work is performed under the general supervision of a School Food Service Director, School Lunch Manager, or Cook Manager. Supervision may be a responsibility of the incumbent depending on staff size and specific assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and cooks a variety of food items;

Cuts, cleans and dresses meats, fish and poultry;

Prepares vegetables, soups, salads and desserts;

Backs up food serving line;

Cleans utensils, equipment and general work area;

Supervises the proper storage of food and beverage items and kitchen utensils and equipment;

Maintains sanitary conditions in work areas;

Keeps records, inventories and daily logs;

May be required to order, receive and store food and supplies;

May assist in menu planning;

May supervise or train Food Service Helpers;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of large scale food preparation and cooking techniques; good knowledge of proper food handling sanitary procedures; good knowledge of kitchen utensils and equipment; skill in the preparation and cooking of food; ability to understand and follow written and oral instructions; ability to keep records and make reports; ability to supervise others; ability to plan and coordinate kitchen activities; cleanliness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of food preparation and cooking experience.

REVISED 2/26/18 AT