

Cook Tompkins County

Department: Sheriff and School Districts

Classification: Non-competitive in County Departments and School District Service. Competitive PJC elsewhere.

Labor Grade: Corrections Unit grade 31

Approved: Unknown

Revised: 1/88; 5/91; 4/17; 10/17

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

The applicant must possess a minimum of six months of full-time (or equivalent part-time) experience in the preparation of food on a large scale.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the preparation of food on a moderate to large scale. This position differs from that of Head Cook in that there is no overall staff supervision, although supervision is exercised over the work of subordinates in preparing and cooking foods as well as cleaning utensils, tables, and dishes. Menu planning is carried out by a higher level cook or supervisor in charge of food service. Direct supervision is received from a Head Cook or other supervisor. Directs the work of subordinates in preparing and cooking foods as well as cleaning kitchen utensils, tables, and dishes. The employee will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Prepares food as needed for the day's menu by cutting meats and vegetables, baking desserts and breads, and making gravy and other condiments;
- Operates various kitchen equipment such as slicers, mixers, pressure cookers, ovens, dishwashers, and choppers; Reads menus or recipes to satisfy food requirements as stated on production sheets;
- Prepares and cooks meals for those requiring special diets;
- Reads and follows recipes in the preparation of foods;
- Checks the food temperature to ensure compliance with county and state regulations;
- Cleans ovens, pressure cookers, and other kitchen equipment when necessary;
- May requisition food on an on-going basis; May divide food into portions and package it for delivery to meal sites, if assigned to a central kitchen;
- May bake items such as pastries, muffins, breads, and cookies;
- May serve food.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the safe operation of kitchen equipment;
- Good knowledge of large scale food preparation and cooking methods;
- Good knowledge of the sanitary requirements involved in food preparation;
- Working knowledge of food values and nutrition;
- Ability to read and follow directions and recipes;
- Ability to direct the work of others and to get along well with others;
- Ability to manipulate kitchen utensils and equipment;
- Reliability;
- Cleanliness;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

Original creation date unknown.