



COOK

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	42	07/01/2017	Classified	1 of 2

DEFINITION

To prepare and cook hot and cold menu items; to plan menus and order food; and to maintain the kitchen and food service areas in a safe, clean and orderly condition.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Prepares main dishes; prepares and cooks meat dishes, sandwiches, soups, vegetables, gravies and sauces; cleans and prepares vegetables for salads.
- Cooks breakfast orders, such as eggs, bacon, potatoes and hot cakes.
- Follows master recipes in the preparation of food.
- Operates grill, deep fat fryer, steam cooker, slicers, mixers, and other related equipment.
- Plans menus and determines optimum quantities of food to order and prepare.
- Orders meats, produce, milk products and other food stuffs; orders food for campus events and athletic events.
- Determines price to charge for food items.
- Assists on serving line and cash register as required.
- Maintains cleanliness of the kitchen area; washes utensils, pots and pans.
- Maintains inventory and reviews all items on a daily basis.
- Completes daily inventories of knives, controlled food items and tools.
- Monitors and fills all drink machines.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, techniques and equipment used in preparing and cooking foods in large quantities.
- Kitchen sanitation and safety measures.
- Inventory methods and procedures.
- Basic mathematic principles.
- Health care regulations as it relates to food service.

Skill/Ability to:

- Cook and bake.
- Plan menus and determine food quantities to order and prepare.
- Follow oral and written directions.
- Communicate effectively, both orally and in writing.



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- Establish and maintain cooperative work relations with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- One (1) year of experience as a cook in preparing and cooking food in large quantities, including meat dishes.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.
- Possession or the ability to obtain a ServSafe Certificate.

Adopted: 07/01/17