

Summary of Duties : Prepares and serves food for large groups of people in a camp, and may supervise and train other kitchen personnel engaged in such work; and does related work.

Distinguishing Features : A Cook prepares a variety of foods in large quantities in a camp. An employee of this class complete charge of a small kitchen and may supervise a staff. Cook is distinguished from other culinary classes by the fact that cooking a variety of foods for large groups of people is the main responsibility of the class.

Examples of Duties : Prepares, seasons, cooks, and serves a wide variety of foodstuffs for large groups of people; prepares complete meals and determines the amount to be prepared; peels, washes and trims vegetables; cuts and carves meats; makes salads; sees that meals are ready and served on time; dishes up cooked food to be served; supervises kitchen personnel in food preparation, use of steam pressure cookers, steam kettles, food choppers, and other equipment, and in the cleaning of kitchen facilities; receives and inspects food; keeps routine records; may bake bread, cakes, and pastries; may pack box lunches; may estimate food requirements for the kitchen and plan menus; may requisition supplies and food; may supervise a dining room staff; and may be occasionally assigned other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications : A good knowledge of methods and procedures for preparing, cooking, baking, and serving a variety of foods in large quantities; a good knowledge of sanitation rules and procedures in kitchens, serving areas, and food supply areas; a good knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of types of kitchen equipment and utensils; a working knowledge of kitchen and dining room cleaning methods; a working knowledge of planning and estimating food requirements; some knowledge of nutritional values of various foods; some knowledge of salt-free, low protein, high calcium, and other common diets; a general knowledge of Civil Service Commission Rules; a general knowledge of memoranda of understanding as they apply to subordinate personnel; skill in preparing, cooking, baking, and serving a variety of foods in large quantities; the ability to supervise kitchen workers in a small kitchen or on a shift; the ability to deal tactfully and effectively with other employees and the public; the ability to plan menus and estimate food requirements; the ability to use various types of stoves, kitchen equipment, and utensils; the ability to bone and cut out meat; and the ability to keep routine records.

Two years of experience as a cook in a large institution, construction camp, restaurant, hotel, or in a large unit, installation, or ship in the armed forces is required for Cook.

Physical Requirements Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and feeling; ability to withstand frequent exposure to heat and cold within a kitchen area; and good eyesight.

Persons with some handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.