

HEAD COOK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the preparation and cooking of food in an agency which provides meals on a large-scale basis. The work is performed under general supervision. Supervision is exercised over cooks and other staff involved in the preparation of meals. A Head Cook does related work as required.

TYPICAL WORK ACTIVITIES:

- Cooks and prepares food and menu items from raw food materials or commercial preparations;
- Supervises and participates in the preparation and serving of food;
- Oversees the storage and care of foods and supplies;
- Oversees and assists in cleaning of the kitchen, serving, storage, and dining areas and the care of equipment;
- Orders food and supplies and maintains records and inventories of food and supplies received and used;
- Inspects food preparation and serving areas to insure acceptable sanitary standards are being met;
- Estimates quantity of food needed to meet menu requirements;
- Prepares or assists in the preparation of menus;
- Plans work schedules and maintains employee time records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of accepted methods of food preparation; good knowledge of local and state sanitary codes related to food preparation; knowledge of the nutritional values of foods; ability to plan and supervise the work of others; ability to maintain basic records and reports; ability to understand and carry out oral and written directions; resourcefulness; physical condition sufficient to perform the essential function of the position.

MINIMUM QUALIFICATIONS: Either

- A) Graduation from a regionally accredited or New York State registered college or university with at least an Associates degree in foods and nutrition, dietary or nutrition technology, food service administration or management, or related field;

OR

- B) Two years of experience in the large-scale preparation of food.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/16/98