



Cook

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
COOK I	8117	A09	\$29,781 - \$40,859
COOK II	8118	A11	\$32,332 - \$47,355
COOK III	8119	A13	\$35,439 - \$52,388

GENERAL DESCRIPTION

Performs food preparation work involving preparing, seasoning, and cooking food and developing and preparing modified diets.

EXAMPLES OF WORK PERFORMED

Prepares, seasons, and cooks food according to menus, special dietary or nutritional restrictions, and/or established standards.

Cleans and inspects food preparation equipment, kitchen appliances, and work areas to ensure sanitary conditions.

Reports kitchen equipment in need of repair or replacement.

Sets up serving lines and serves food.

Maintains inventories of food and supplies and records of food consumption.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at a level III may also perform work listed within the previous levels.

Note: *Factors that may distinguish between journey and senior levels include the degree of independence in performing the work; complexity of the work performed; scope of responsibility; types and total number of meals prepared; and the number of kitchens and dining areas within an assigned area of responsibility.*

COOK I: Performs entry-level to routine (journey-level) food preparation work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend most of their time performing simple to routine work in following standard operating procedures. Employees may also assist others in performing work of greater complexity.

COOK II: Performs complex (journey-level) work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Provide guidance to staff in cooking and food preparation, in setting up serving lines, and in serving food.
- Test and standardize recipes.
- Review menus to determine types and quantities of food to be prepared.
- Prepare special dietary meals according to standards.
- Order food and kitchen supplies.

COOK III: Performs advanced (senior-level) work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee and/or plan the serving of meals and inspections of kitchens and equipment.
- Review and recommend changes to cooking and kitchen operations to improve efficiency.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in food preparation work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of quantity food preparation techniques and procedures and of modified and calculated diet preparation methods.
- Skill in cooking and baking and in the use and care of food preparation appliances and equipment.
- Ability to interpret and follow recipes.

Additional for Cook III level

- Ability to analyze problems and recommend solutions, and to provide guidance and instruction to others.