



# Cook

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
COOK I	8116	A08	\$28,705 - \$39,229
COOK II	8117	A09	\$29,781 - \$40,859
COOK III	8118	A11	\$32,332 - \$47,355
COOK IV	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 IV may also perform work listed within the previous levels. Factors that may distinguish between levels include the scope of responsibility, types of meals 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 food preparation work. Work is performed under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard procedures. Employees may also be responsible for assisting others in performing job duties of greater complexity.

**COOK II:** Performs routine (journey-level) food preparation work. Works under limited supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may fully perform a variety of routine daily tasks but may often rely on direction from others to solve problems that are not standard. Employees may also occasionally assist others in performing work of greater complexity.

**COOK III:** 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 IV:** 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 and IV levels**

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