HEAD COOK

GENERAL STATEMENT OF DUTIES: Has charge of the preparation and cooking of food at an institution or school meal preparation site; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the preparation and cooking of food on a moderately large scale and the supervision of personnel. The work is performed under general supervision of the facility administrator or a supervisor in the food service operation. Supervision is exercised over the work of cooks, assistant cooks and food service helpers.

EXAMPLES OF WORK: *(Illustrative only)*

-Supervises and participates in the preparation and serving of food;
-Supervises the storage and care of foods and supplies;
-Supervises and participates in cleaning of the kitchen, serving, storage, and dining areas, and the care of equipment;
-Keeps records on food and supplies received and used;
-Keeps employee time records;
-Plans work schedules;
-Plans menus with attention to nutritional value, acceptability and budgetary limitation;
-Determines requirements and submits requisitions for foods and supplies.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, sanitary food handling and storage; good knowledge of the fundamentals of nutrition; good knowledge of modern cooking utensils, appliances and equipment; ability to plan and supervise the work of others; ability to keep records and prepare reports; ability to understand and carry out oral and written directions; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

EITHER **(A)** Three years of experience in the preparation of food on a large scale;

OR **(B)** Possession of an associate degree in applied science issued after completion of a two-year course of study with specialization in foods, nutrition and institution management;

OR **(C)** Any equivalent combination of experience and training.

Non-Competitive Class

Revised 09/23/1994 Personnel Officer