

COOK

DEFINITION

Under close supervision assists in the preparation and service of food for the Human Services Division of Parks and Recreation Department

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Assists in the preparation and service of food for the Human Services Division; cuts, chops, measures and prepares foods, food products and related items according to established recipes; stores leftover food according to guidelines; records internal cooking temperatures; serves meals in the dining room.

Assists in the preparation, service, clean-up, and maintenance of the kitchen and dining area; cleans kitchen areas, equipment, and dining room; sweeps and mops dining and kitchen area floors; washes cookware, utensils and machinery; follows safe food handling procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of safe food handling guidelines and procedures
Knowledgeable of temperatures for food and food storage
Knowledgeable of customer service techniques and concepts
Skilled in assisting in the preparation and service of food
Skilled in following oral and written instructions in English
Skilled in establishing and maintaining productive working relationships
Ability to effectively communicate with all levels of staff

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in a kitchen environment. Work may require frequent standing, walking, bending, and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion, sharp objects or utensils, hazardous chemicals and infectious diseases.

QUALIFICATIONS

A high school diploma or equivalent, **AND** three (3) months experience in large quantity food preparation and service **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid Food Handler's Certificate and California Driver's License.