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;
- 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 kitchen floors;
- Washes cookware, utensils and machinery;
- Follows safe food handling procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of: safe food handling guidelines and procedures, temperatures for food and food storage, and of quality customer service techniques and concepts
- Skilled in: high standard preparation and service of food, following oral and written instructions in English, and in establishing and maintaining productive working relationships
- Ability to: effectively communicate with all levels of staff, and work with little and/or close supervision.

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. May be exposed to repetitive motion, sharp objects or utensils, hazardous chemicals and infectious diseases.

QUALIFICATIONS
Possess at the time of application and maintain a valid Food Handler’s Certificate AND three (3) months experience in large quantity food preparation and service.