

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for preparing and cooking a variety of food in a safe and sanitary manner. In large kitchens a cook usually has responsibility for one part of a meal, such as the meat course, or vegetables or pastries and desserts. In a small kitchen a cook may supervise the cooking of an entire meal. Work is performed under general supervision with leeway for independently performing most of the duties of the position. Supervision may be exercised over assistant cooks and/or food service helpers.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts, salads and other foods according to standardized recipes and menus;

Bakes cakes, pies, rolls and a variety of other pastries according to standardized recipes and menus;

Cuts, cleans and dresses meat, fish and poultry;

Suggests menu or recipe changes;

Supervises the proper storing of food;

Supervises the work of assistants in the preparation of food, and the cleaning of tables, kitchen utensils, stoves, and kitchen;

Maintains established records relating to the function of cooking.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the methods of preparing, cooking and baking food in large quantities; good knowledge of modern cooking utensils, appliances and equipment; good knowledge of cleaning methods and the use of cleaning materials and equipment; ability to plan with a view to

economy and efficiency in the use of supplies, equipment, and food; ability to follow oral and written directions and recipes; ability to supervise; and work cooperatively with others.

**MINIMUM QUALIFICATIONS:**

Two (2) years of experience in large-scale cooking, or an equivalent combination of training and experience.

*Note:* Twelve (12) credits of culinary training can be substituted for six (6) months of experience.

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Last Reviewed: 6/23/97  
Jurisdictional Class: Non-Competitive  
Public Hearing: Yes  
NYS Civil Service Commission Approval: Yes

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