

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Cook **POSITION NUMBER** 01-009A

**JOB SERIES:** 7404 **PAY LEVEL:** NA-04

**Summary of Duties:** Performs a full range of simple cooking tasks by preparing and cooking items requiring little or no processing such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables. Prepares all forms of hot cereals; broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings. Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets. May prepare and bake pizza. Prepares foods by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, and breading. Weighs, measures, and dispenses foods in accordance with portion controls. Mixes ingredients according to precisely written recipes. Sets up and replenishes salad bar. Covers, dates, and stores leftovers according to established procedures. Cleans and maintains equipment and work areas. Maintains accurate food inventories and rotates stock items to prevent spoilage.

Performs other related duties as required.

**Skills and Knowledge:** Working knowledge of the methods and procedures relating to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared foods. Ability to read and understand written food service material such as food labels, standardized recipes, etc. Ability to perform basic arithmetic computations in multiplying ingredients for a recipe and calculating how many servings. Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required. Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for serving at specified time. Knowledge of sanitation principles.

**Responsibility:** Receives assignments in form of written and oral instruction from immediate supervisor who "spot checks" work to ensure it is being performed properly and is available to answer technical questions. Responsible for the proper use and cleaning of equipment, safety practices, personal hygiene, and conformance with sanitation requirements. Detailed instructions are provided on new or more difficult work. Work is evaluated in terms of quality of food cooked and adherence to instructions and time schedules.

**Physical Effort:** Work requires continual standing and walking, and frequent stooping, reaching, pushing and pulling, and bending. Frequently lifts or moves objects weighing up to 40 pounds unassisted, and occasionally lifts or move objects weighing over 40 pounds with the assistance of lifting devices or other workers.

**Working Conditions:** Kitchens are often warm and noisy. Exposed to steam, fumes, and odors, danger of falling, burns, and cuts. Exposed to extremes in temperatures when entering walk-in refrigerators from the warm kitchen.