

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: COOK
DEPARTMENT: VARIOUS
REPORTS TO: VARIOUS
CIVIL SERVICE: YES

CLASS CODE: 4021
FLSA STATUS: N
DATE: 7/06
BARGAINING UNIT: SEIU

JOB SUMMARY:

Primary responsibility is performing a variety of tasks related to the preparation and serving of meals to inmates and staff members at Juvenile Hall or the County Jail; serves as lead worker for inmate food workers.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification work independently performing the full range of cook duties, and may have responsibility for training and oversight of the work of Food Services Workers, who are limited to entry-level tasks related to the preparation and serving of meals. The Head Cook is distinguished from the Cook by the responsibility to supervise all activities related to the preparation and serving of meals, including menu planning, ordering food and monitoring associated costs. The Head Cook is further distinguished by the full supervisory duties performed, including appraising, rewarding and disciplining employees.

SUPERVISION EXERCISED:

The Cook exercises no supervision; however, may have responsibility for training and oversight of staff.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

- Determines number of meals or snacks to prepare.
- Cleans and prepares food.
- Cooks food according to prescribed menus and special dietary instructions.
- Prepares meals for distribution to inmates and staff members; serves food.
- Cleans and maintains work areas.
- Assists with cleanup; washes dishes and towels; puts away dishes after washing.
- Sets tables and trays in preparation for serving meals.
- Inventories supply of food and/or paper items; stocks items upon delivery.
- Records food consumption and meal counts.
- Uses a variety of cooking and cleaning equipment to perform tasks.
- Serves as lead worker for inmate food workers.
- Signs knives in and out.
- Attends meetings and training sessions as scheduled.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Meat Slicer	Oven(s)	Mixer	Shredder	Stove
Food Processor	Knives	Toaster	Broom	Mop
Refrigerator	Dishwasher			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and six months of progressively responsible related experience; or any combination of education, training and related experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Must obtain National Registry of Food Safety Professional (NRFSP) Certificate within six months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Food preparation techniques, quantity cooking and preparation of special or restricted diets.
- Safety and sanitation methods related to food preparation and serving.
- Applicable state, federal and local ordinances, laws, rules and regulations.

Skill in:

- Operating a variety of cooking and cleaning equipment.
- Maintaining records.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Providing direction to inmate food workers.

Abilities:

- Ability to establish and maintain effective working relationships with a variety of individuals.
- Ability to understand and follow oral and written instructions.
- Ability to read, understand and follow written and verbal instructions in order to operate machinery and other equipment.

Physical Abilities:

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, taste or smell, speak and hear, and lift and/or move up to 10 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, extreme cold, and extreme heat. The incumbent's working conditions are typically moderately quiet, but may be loud at times.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.