

## STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV32702</b>
<b>Job Class Code:</b>	<b>300</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>11</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>9/23/88</b>	<b>Effective Date:</b>	<b>9/23/88</b>
<b>Job Code Revised:</b>	<b>1/24/92</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Food Services Series

**JOB CODE TITLE:** COOK II

**HRIS TITLE:** COOK II

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of a higher level cook or food service supervisor. Has the authority to exercise limited flexibility in choosing methods and procedures to complete assignments. Performs a variety of cooking and general food preparation activities; prepares special diet food; assists in keeping kitchen or cafeteria areas clean; may serve in a lead capacity. Work product consists of food prepared according to menu and standardized recipes; utensils, equipment and food service areas cleaned according to established procedures; preparation work for next day completed; food ready for delivery to serving area(s).

**EXAMPLES OF DUTIES:** Cooks a variety of foods (meats, vegetables, fruits, etc.) following standardized recipes and methods of preparation. Prepares special diet food; ensures proper textures and consistencies as related to residents' or clients' ability to consume them without difficulty. Modifies recipes to meet quantities needed by an institution. Ensures that the correct temperature is maintained in both hot and cold foods being served. Operates standard cooking equipment such as mixing machines, meat slicers, peelers, food choppers, etc. Pans up food and/or prepares pre-plated meals for delivery to serving areas; covers to eliminate spilling and to prevent contamination. Replaces food in carts or trucks for transportation to serving areas. Reviews menus for next day, daily count of residents, special activities, special diet orders; determines what preparation work needs to be done. Hand washes, scrubs and dries dishes, or posts and pans in kitchen.

Participates in establishing and maintaining a safe and sanitary work environment. Receives food and supplies; checks quantities and specifications to ensure compliance with purchase orders; stores in proper area. Participates in in-service training and staff development programs for regularly employed staff. Properly covers, labels and dates left-over food; places in refrigerator. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operations. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken; making decisions. Maintains list of residents requiring special diets, writes changes on diet cards from notes provided by medical staff. Cleans equipment and kitchen area according to standard cleaning methods. Performs related work as required. Responsible for the quality of work and effectiveness of own individual contribution to the work unit; timeliness of work.

**WORK CONDITIONS:** Considerable standing, bending and walking; occasional damp, wet or slippery floors; hot cooking surfaces, sharp tools and mechanical equipment; frequently required to lift and carry food and/or supplies weighing 20 to 50 pounds; rotating shift work may be required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** the methods, materials and practices of institutional food service; cooking techniques used to preserve natural nutrients and palatability of product; health hazards in food service activities;

precautions needed to guard against health hazards; proper temperature ranges for thawing, cooking and storage of food; food textures and consistencies as related to residents' ability to consume them without difficulty; applicable sanitation and safety codes, rules and regulations; cleaning materials, methods and techniques; policies and procedures established for the work unit; basic arithmetic computation methods.

**Skill in:** preparing nutritional, palatable food with minimal waste; using and operating cooking equipment; slicing, dicing and shredding products to achieve optimum present ability and freshness.

**Ability to:** present food in an attractive manner; communicate verbally and in writing; establish and maintain work relationships.

**SPECIAL SELECTION FACTORS:** Requires ability to pass a post-offer physical exam. Required at time of appointment: possession of a current, valid food handler's permit.