

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32703
Job Class Code:	300	Salary Schedule:	AREG
EEO Category:	08	Grade:	12
Workers Comp Code:	9410		

Job Code Established:	09/23/88	Effective Date:	9/28/92
Job Code Revised:	1/24/92	Effective Date:	

JOB CODE SERIES: Food Service Series

JOB CODE TITLE: COOK III

HRIS TITLE: COOK III

CHARACTERISTICS OF THE CLASS: Works under general supervision of a Food Service Supervisor, exercising judgment within established guidelines. Has the authority to schedule and assign work; recommend personnel actions. Functions as a working supervisor; supervises and participates in the preparation and cooking of regular and special diet foods according to prescribed menus and standardized recipes; supervises and assists in cleaning kitchen or cafeteria areas. Positions at State Hospital assure adherence to correctional security procedures and regulations pertaining to minimum custody inmate supervision. Work product consists of a functioning work unit; food prepared according to prescribed menus and standardized recipes; safety and sanitary requirements fulfilled; recipes modified; work schedules and employee evaluations completed. Responsible for the direction of work, instruction and quality of product for a work unit; timeliness of work.

EXAMPLES OF DUTIES: Instructs, guides and counsels subordinate-level workers in carrying out a variety of tasks. Makes work assignments, based on menus and cleaning schedules. Reviews work products of subordinate workers; evaluates work and formulates plans for improvement. Inspects food service personnel reporting to work to ensure personal hygiene and proper attire. Plans and prepares for (orders or acquires special items) meal in accordance with predetermined menu. Supervises the preparation of food in accordance with menu plan, maintains production schedule and quality control. Cooks a variety of foods (meats, vegetables, fruits, etc.) following standardized recipes and methods of preparation. Prepares special diet food; ensures texture and consistencies as related to residents' or clients' ability to consume them without difficulty. Operates standard cooking equipment such as mixing machines, meat slicers, peelers, food choppers, etc. Ensures that the correct temperature is maintained in both hot and cold foods being served. Coordinates preparation and cooking of foods that are included on menus so that the whole meal is completely cooked at the same time. Checks sanitation, health and pest control situations through the daily inspection sheets provided for that purpose. Pans up bulk food and prepares pre-plated meals for delivery to serving areas; covers to eliminate spilling and contamination. Maintains and enforces equipment safeguards and overall protection of facility to prevent loss of equipment, supplies and food items. Compiles information for and writes periodic reports on work unit activities. Receives food and supplies; checks quantities and specifications to ensure compliance with purchase orders; stores in proper area. Maintains records and reports to ensure proper issue, storage and receipt of all food items and their actual consumption on a daily basis. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken; making decisions. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work system operation. Performs related work as required.

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 supplies weighing 20 to 50 pounds; rotating shift work may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles and practices of leadership and work management; the methods, materials and practices of institutional food services; cooking techniques used to preserve natural nutrients and palatability of product; food textures and consistencies as related to residents' ability to consume them without difficulty; applicable sanitation and safety codes, rules and regulations; basic arithmetic computations; policies and procedures established for the work unit; health hazards in food service activities; precautions needed to guard against health hazards; proper temperature ranges for thawing, cooking and storage of food.

Skill in: preparing nutritional, palatable food with minimal waste; using and operating cooking equipment.

Ability to: motivate and supervise subordinates to attain quality and quantity of production in an institutional environment; 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.