

COOK

DEFINITION

To prepare and serve foods and beverages within the Senior Nutrition and Activities Program; and to maintain food service facilities, equipment and utensils in a clean and sanitary manner.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory staff or management.

ESSENTIAL AND OTHER FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Examples of Essential Functions:

Prepare and cook meats, soups, gravies, sauces and vegetables; prepare main dish items.

Roast, steam and fry food items; assemble ingredients and flavors; blend in accordance with recipe instructions.

Measure, sift and mix ingredients for different types of baked goods; prepare fillings; prepare and apply icings and frostings; cut cakes into individual servings.

Place food items on plates; inspect for portion and quality control; wrap foods for delivery to other meal sites.

Examples of Other Functions:

May assist with inspecting and storing of food and supplies; may assist in producing reports and reordering as necessary.

Cater special events.

Maintain food service facilities and equipment in a clean and sanitary manner.

May organize and direct the work of other food service employees and volunteer helpers.

Perform related duties and responsibilities as required.

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QUALIFICATIONS

Knowledge of:

Modern methods of preparing and serving a variety of foods and beverages in large quantities.

Principles of sanitation including health and safety practices and proper cleaning methods.

Institutional kitchen utensils and equipment.

Basic mathematics.

Ability to:

Operate institutional kitchen utensils and equipment.

Perform light to moderate lifting; stand for long periods of time.

Make basic mathematical calculations.

Maintain accurate records.

Use a personal computer and appropriate computer software.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least six months experience in food handling, quantity cooking and general food preparation.

Training:

Equivalent to completion of the twelfth grade.

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License or Certificate

Possession of, or ability to obtain, a valid food handlers permit.

Ability to successfully pass a criminal background inquiry.

WORKING CONDITIONS

Food preparation environment; exposure to potentially hazardous kitchen equipment; prolonged periods of standing and walking; climbing, stooping and moderate lifting.

OPERATING PRINCIPLES

Individuals assigned to this classification are expected to work in a manner consistent with the City of Vancouver's Operating Principles: Work and act as a team player in all interactions with other City employees. Provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work. Develop and maintain collaborative and respectful working relationships with team members and others. Consistently provide quality service.

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