



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	ASSISTANT COOK
Jurisdictional Class:	Non-Competitive
Civil Division:	County Schools
Adoption: CSM	11/1/75
Revised: CSM	1/8/03

DISTINGUISHING FEATURES OF THE CLASS:

Assists in the preparation and cooking of a variety of food; does related work as required. These duties involve assisting in the preparation of food and for assuming responsibility for the kitchen in the absence of the Cook. This class differs from Food Service Helper because of the regular cooking duties. The work is performed under general supervision and on occasion, supervision may be exercised over Food Service Helpers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts, salads, and other foods;
Bakes cakes, pies, rolls, and a variety of other pastries;
May act as cashier as needed;
Cuts, cleans, and dresses meat, fish, and poultry;
Assists in the proper storing of food;
May supervise the work of assistants in the cleaning of tables, kitchen utensils, stoves, and kitchen.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of proved methods of food preparation;
Working knowledge of modern cooking utensils, appliances, and equipment;
Ability to keep simple records and submit reports;
Ability to get along well with children and adults;
Ability to understand and carry out oral and written directions;
Good physical condition.

MINIMUM QUALIFICATIONS:

One (1) year of experience in large-scale cooking.