



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

JOB SPECIFICATION

Civil Service Title:	Cook
Jurisdictional Class:	Non-Competitive
Civil Division:	County Schools
Adoption: CSM	11/01/75
Revised: CSM	4/13/05

DISTINGUISHING FEATURES OF THE CLASS:

Prepares and cooks a variety of food; does related work as required. These duties involve responsibility for the preparation of cooking a variety of food. In large kitchens a Cook usually has responsibility for one part of a meal, such as the meat course, vegetables, or pastries and desserts. In a small kitchen a Cook may supervise the cooking of an entire meal and in some cases, may have charge of the entire kitchen operation. The work is performed under general supervision of a School Business Manager or other superior. Supervision may be exercised over Assistant Cooks, Food Service Helpers, and/or School Lunch Cashiers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts, salads, and other food;
Bakes cakes, pies, rolls, and a variety of other pastries;
Cuts, cleans, and dresses meat, fish, and poultry;
Supervises the proper storing of food;
Supervises the work of assistants in the preparation of food and the cleaning of tables, kitchen utensils, stoves, and kitchen;
Keeps simple related records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the methods of preparing, cooking, and baking food in large quantities;
Good knowledge of modern cooking utensils, appliances, and equipment;
Good knowledge of cleaning methods and the use of cleaning materials and equipment;
Ability to plan with a view to economy and efficiency in the use of supplies, equipment, and food;
Ability to follow oral and written directions and recipes;
Physical strength and stamina;
Tact and good judgment, resourcefulness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Two (2) years of experience in large scale cooking.