

## COOK

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for preparing simple meals. Supervision is exercised over assistants who are instructed as to proper procedure and whose work is closely checked at all times. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans meals and requisitions food daily;  
Prepares soups and broths;  
Cooks meats and vegetables;  
Makes salads, pastries, and a variety of other foods;  
Supervises the work of assistants in the preparation of food, and the cleaning of tables, kitchen utensils, stoves and kitchens;  
Supervises the proper storing of food;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods of preparing, cooking and baking food in large quantities; working knowledge of modern cooking utensils, appliances, and equipment; working knowledge of cleaning methods and of 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.

MINIMUM QUALIFICATIONS: Six (6) months of experience in the preparation of food on a moderately large scale.

SPECIAL REQUIREMENT: After appointment, successful completion of six (6) week required training period with incumbent Cook or other Office for Aging employee, as directed.

TRAINEE NOTE: In the event enough qualified candidates with the appropriate experience cannot be recruited, a candidate lacking the six (6) months of required experience may be appointed as a trainee.