

Jurisdictional Class: Non-Competitive
Adopted: July 31, 1995
Revised: May 27, 2025

COOK

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the preparation and cooking of 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. Supervision may be exercised over assistant cooks and/or food service helpers. The incumbent does related work as required.

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;
Ensures that equipment is maintained in a clean and efficient operating manner.

FULL PERFORMANCE KNOWLEDGE, 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.

MINIMUM QUALIFICATIONS: Either:

- (a) Six (6) months of experience in large-scale cooking; or
- (b) One (1) year of experience in the preparation and handling of foods in a restaurant or cafeteria setting.