

## **COOK II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is difficult work involving the supervision of and participation in the preparation, cooking and portioning of food. The incumbent acts as a kitchen manager and directly supervises a number of employees including Cooks I. The work is performed under the general supervision of a Cook III. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and participates in the preparation, cooking and portioning of food;  
Supervises the storage and care of food and supplies;  
Supervises and participates in the cleaning of the kitchen" equipment" dishware, utensils, etc.;  
Keeps records of employees' time, food received and used, etc.;  
Trains and evaluates personnel;  
Portions food;  
Operates various kitchen appliances such as slicer, peeler, electric mixers, dishwashers;  
Takes periodic inventories of food, supplies and equipment;  
May assist in drawing up specifications for equipment changes or additions;  
May assume duties of Cook III in his/her absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of supervisory techniques; good knowledge of large-scale food storage, preparation, cooking and serving techniques; familiarity with the nutritional aspect of food; familiarity with modern cooking utensils, appliances and equipment; ability to use supplies, equipment and foods efficiently; ability to utilize and adjust standardized recipes; ability to understand and carry out oral and written directions; ability to maintain records and to write clear reports.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and completion of a recognized cook training course and two (2) years of large-scale cooking experience involving supervision of others.

**NOTE:** One (1) additional year of large-scale cooking may be substituted for the cook training course and/or for required education on a year-for-year basis.

**PROMOTION:** Two (2) years as a Second Cook or Cook 1.

This is a retitling of Head Cook.