

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

COOK 1

DEFINITION

Prepares and cooks meals at a state facility; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Cleans, cuts, cubes, grinds, and tenderizes various kinds of meat for cooking or for preparing special diets.

Prepares fresh vegetables (e.g., potatoes, carrots, cabbage and tomatoes) for cooking.

Measures food ingredients to ensure appropriate amounts are used in recipes.

Mixes food items (e.g., gelatin, pancake batter, salad dressing and scrambled eggs) in order to prepare food for cooking, chilling, or serving.

Steams or boils food items (e.g., vegetables, hamburger, stewed meat, roast beef, sauces, gravies, potatoes, etc.) for meals.

Bakes food items (e.g., casseroles, potatoes, chicken, bread items, fish, etc.) in order to prepare meal items by flouring/breading food items and by operating rotary, gas, or convection ovens.

Fries or deep-fat fries food items (e.g., eggs, pancakes, fish, french fries, hamburgers, pork chops, etc.) for meals.

Purees vegetables, fruits, casseroles, meats, and desserts to meet special dietary needs of residents.

Monitors food temperatures to ensure that foods are served or stored at safe temperatures.

Portions prepared food items on a tray or assembly line in order to serve the correct amount and type of food.

Places food items into insulated food carriers or hot food carts in order to send bulk food items to resident living units or dining areas.

Stores leftover food to preserve it for future meals.

Sanitizes kitchen equipment, utensils, floors, walls, counters, tables, and food carts to comply with state Health Department standards and to prevent food-borne illnesses.

COMPETENCIES REQUIRED

Knowledge of sanitary methods and personal hygiene standards applicable to institutional food service operations.

Knowledge of weights, measures, (e.g., food scales, measuring cups, and spoons) and food measurement techniques.

Knowledge of techniques used in mixing food (e.g., gelatin, pancake batter, salad dressing, scrambled eggs, etc.).

Knowledge of meat and vegetable preparation methods.

Knowledge of cooking methods (e.g., frying, deep-fat frying, boiling, or baking).

Knowledge of the use of kitchen utensils in serving or portioning meals.

Knowledge of food safety related to handling and storing cooked foods, serving and storing temperatures, or reading food thermometers.

Ability to read English at the level necessary for interpreting and understanding written recipes, menus, nourishment labels, diet slips, portioning sheets, and policies and procedures.

Ability to perform basic mathematics (addition, subtraction, multiplication, and division) as related to calculating or converting units of measure for determining proper amounts of food ingredients for mass food production.

Ability to clean, cut, cube, grind, and tenderize meat.

Ability to clean, peel, dice, grate, slice, and chop vegetables.

Ability to measure food ingredients using food scales, measuring cups, or spoons.

Ability to mix food items (e.g., gelatin, pancake batter, salad dressing, scrambled eggs, etc.).

Ability to boil food items and operate a jacketed steam kettle in a safe and effective manner.

Ability to fry food items and operate a grill or tilt grill in a safe and effective manner.

Ability to bake food items and operate a gas, rotary, or convection oven in a safe and effective manner.

Ability to use kitchen utensils as related to portioning or serving food.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to one year of full-time quantity food production in a commercial, military, hospital, or institutional setting;

OR

successful completion of a military, vocational, or community college program in commercial cooking;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months of full-time work as a Food Service Worker.

Effective Date: _____ 6-99 BLR