

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

COOK 2

DEFINITION

Leads two or more employees, volunteers, inmates or residents in the preparation of meals at a state institution; 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

Assists supervisor by instructing employees, answering questions and distributing, balancing, and checking work; may make suggestions on appointments, promotions, performance, and reassignments.

Fills in for supervisory staff to maintain an orderly operation in their absence by answering phones, ordering food items, providing ordered items to living unit or recreation staff, handling special dietary requests, making substitutions on serving lines and/or ensuring that all opening/closing procedures concerning food service operations are completed.

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, stewed meat, sauces, gravies, potatoes, etc.) for meals.

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

Prepares baked food items (e.g., casseroles, potatoes, chicken, bread items, fish, etc.) by flouring, breading, and operating rotary, gas, or convection ovens.

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.

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 use.

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 the 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, steaming, and baking).

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

Ability to perform leadwork over other employees.

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 use kitchen utensils in 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 two years of full-time work in 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 and one year of qualifying experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to six months of full-time experience as a Cook 1.

Effective Date: 6/99 BLR