

COOK

STANDARD NO(S):

NYSSA #1, 2,46
NYSLEAP# 2.2,11.1

DATE:

June 29, 2009

REFER TO:

Gary S. Sullivan

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for Cook in the Seneca County Correctional Facility.

III. DETAILS:

A. Employment Criteria – COOK

1. Prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts, salads and other food;
2. Bakes cakes, pies, rolls and a variety of other pastries;
3. Cuts, cleans and dresses meat, fish and poultry;
4. Determines amount of foods to be prepared to meet menu requirements;
5. Is responsible for maintaining cleanliness and sanitation of working areas, utensils, and kitchen equipment;
6. Confers with other regarding menus and estimates of food requirements;
7. Supervises the proper storing of food;
8. Supervises the work of Food Service Helpers in the preparation of food, and the cleaning of tables, kitchen utensils, stoves and kitchens;
9. Keeps record and makes reports as required.

B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

MINIMUM QUALIFICATIONS: Two years of experience in large scale cooking; or any equivalent combination of experience and training.

1. Good knowledge of the methods of preparing, cooking and baking food in large quantities;
2. Good knowledge of modern cooking utensils, appliances and equipment;
3. Good knowledge of cleaning methods and the use of cleaning materials and equipment;
4. Ability to plan with a view to economize and efficiently use supplies, equipment and food;
5. Ability to follow oral and written directions and recipes;
6. Physical strength and stamina;
7. Good physical condition.

C. The position of Cook must meet all civil service requirements.

D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.

E. Seneca County is an Equal Opportunity Employer (EOE).