

ASSISTANT COOK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to assist in the preparation of food in a school district or hospital and for assuming the responsibility for selected food service details in the absence of a Cook. This class differs from that of Food Service Helper because of regular cooking duties. The work is performed under general supervision of a Cook or other supervisor in the food service operation. Supervision may be exercised over the work of Food Service Helpers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares and cooks meat, fish, poultry, soups, vegetables, cereals, desserts and other foods;
- Prepares entrees for regular and therapeutic diets using both convenience items and standardized recipes;
- Bakes rolls, cookies, doughnuts, pies and other baked goods;
- Uses and sanitizes electric meat slicer, meat grinder, convection ovens, steam equipment and microwave ovens;
- Prepares puddings, custards and other desserts;
- Prepares fresh and frozen canned vegetables for both regular and/or therapeutic diets;
- Receives and stores meat, milk, cheese and other products requiring preparation and cooling or freezing;
- Serves hot and cold food on a serving line or as part of specialized diets placed on food trays;
- Prepares and delivers supplemental nourishments to patients in their rooms;
- Receives and stores stock and supplies used in the food service operation;
- Aids in maintaining cleanliness and sanitation standards in the food service area by washing utensils, appliances and floors;
- Aids in rotation of food stuffs and disposing of outdated items.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the methods of preparing, cooking and baking of food in large quantities; working knowledge of the operation of modern cooking utensils, appliances and equipment; working knowledge of cleaning methods and use of cleaning materials and equipment; ability to follow menus and/or prescribed therapeutic diets in food preparation; ability to keep simple records and reports; ability to supervise the work of Food Service Helpers; ability to understand and carry out oral and written directions; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Six months of experience involving preparation, cooking and serving of food on a large scale; or an equivalent combination of training and experience.

