

COOK I*

Function of Job:

Under direct supervision from a higher level cook or a supervisor who is responsible for the coordination of necessary work, to perform tasks necessary for the preparation, and production of food.

Characteristic Duties and Responsibilities:

1. Prepare and/or cook more simple menu item foods such as vegetables, cereals, frozen entrees, eggs, salads, dressings, sauces and soups, according to standardized recipes and timing criteria.
2. Pan products for the oven.
3. Assist in the preparation of casseroles, sandwiches and cold plates.
4. Assemble ingredients, serve and dish up foods, and/or slice meat, adhering to standardized portions, as required.
5. Work on fryers, grills and steamers.
6. Clean kitchen and wash/clean kitchen utensils and equipment.
7. Bring supplies from storage areas, as directed.
8. Assist in the training and supervision of kitchen helpers/food service workers.
9. Learn to operate all kitchen equipment using food safety and sanitation techniques.
10. Assist with special cleaning projects, as assigned.
11. Maintain records of food consumed, returned or discarded, as required.
12. Dispose of leftover food items according to instructions of supervisor.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation, or equivalent, and at least one year of experience in some phase of quantity cooking or food preparation.
2. Some knowledge of materials/methods used in the preparation of food on a large scale.
3. Willingness to take and follow directions.
4. Ability to work cooperatively with other kitchen employees.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
6. Must be able to wear and use appropriate personal protective equipment, as necessary.

4/28/93

System Approval

4/28/93

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 2/21/75 and revised 6/27/75, 3/5/79 and 7/30/80.