

COOK II*

Function of Job:

Under general supervision from a higher level cook or supervisor who is responsible for coordination of necessary work, to prepare and cook food according to prescribed menus, standardized recipes and procedures, requiring the exercise of some judgment and initiative.

Characteristic Duties and Responsibilities:

1. Cook food items such as meats, entrees, vegetables, gravies, eggs, etc., according to a pre-assigned schedule.
2. Assist with preparation and production of menu items following standardized recipes and procedures, and using equipment such as grills, fryolaters, steamers, ranges, broilers, steam kettles, and ovens.
3. Use mixers, slicers, and choppers in preparation of recipes and food for service.
4. Assist in the supervision, training, and delegation of work for personnel in the food service unit.
5. Follow safety/sanitation procedures in the handling of food/equipment.
6. Serve and dish up foods, adhering to standardized portions, as required.
7. Clean kitchen and wash/clean kitchen utensils and equipment.
8. Assist in special cleaning projects, as assigned.
9. Maintain efficient standards of operation and time preparation periods to meet service schedules; assure that food reaches serving lines at proper temperatures.
10. May be required to butcher meats, fish and poultry for portioning and production.
11. May be required to assist in the setting up, serving and cooking of menu items required for special functions, catered events or buffets.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation or equivalent and at least three years of related experience in quantity cooking.
2. Knowledge of materials/methods used in preparation of food on a large scale.
3. Ability to work with others cooperatively and to delegate duties to kitchen employees.
4. Willingness to take directions and complete jobs assigned on schedule.
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 2/20/75 and revised 3/5/79 and 7/30/80.