

COOK III  
(Head Cook)\*

**Function of Job:**

Under general supervision from a chef or other designated supervisor, to be responsible for and assist in the preparation of large scale cooking projects, delegating work assignments to lower level cooks, as assigned.

**Characteristic Duties and Responsibilities:**

1. Prepare/cook a variety of foods or specialty items according to standardized recipes/procedures or from gourmet texts and instructions of chef.
2. Plan, organize and delegate work assignments for self and other cooks, as assigned.
3. May assist in the planning of menus and/or development of new recipes.
4. Assist in estimating food quantities for menus, advance ordering of food, and/or planning of daily production schedules.
5. Assume responsibility for safe/sanitary conditions of equipment/production areas and the proper use/handling of food.
6. Assist in the training of cooks/food production workers, as assigned.
7. Maintain accurate accounts/records and prepare reports, as required.
8. Oversee and assist with daily/special cleaning projects in food production areas.
9. Maintain high standards of quality food production, exercising concern to prevent food waste and nutritional loss, including checking ingredients, procedures and yield to assure that product conforms to recipe and insuring that hot foods are served hot and cold foods served cold.
10. May be required to butcher meat, fish and poultry products for portioning and production.
11. Perform other related duties, as assigned.

**Minimum Acceptable Qualifications:**

1. High school education or equivalent and four years experience in quantity food production, including at least one year with supervisory responsibility.
2. Knowledge of materials/methods used in the preparation of food on a large scale basis.
3. Knowledge of food values and nutrition.
4. Ability to supervise, instruct and train assigned cooking staff.
5. Knowledge of sanitation/safety in handling food/equipment.
6. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
7. Must be able to wear and use appropriate personal protective equipment, as necessary.

**Additional Desirable Qualifications:**

1. Additional experience beyond minimum required.
2. Formal or on-the-job training.

10/27/95

System Approval

10/27/95

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.**

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