



COOK

SCOPE OF WORK:

Work activities involve cooking duties associated with food preparation in a hospital, institution, school, or correctional facility.

DUTIES PERFORMED AT ALL LEVELS:

- Prepare meals and snacks in accordance with medical orders, individual needs and preferences while following Hazard Analysis and Critical Control Point (HACCP) guidelines.
- Check menus, quantity sheets, and recipes; maintain equipment and supplies; organize equipment necessary to perform food preparation according to standardized recipes; monitor temperatures, palatability, nutritional value, and appearance.
- Prepare raw ingredients according to menu requirements.
- Determine and perform appropriate methods for cooking various foods.
- Provide seasoning as required; observe and test food during preparation to ensure appropriate cooking stages.
- Record meal and tray changes, label trays, and fill requisitions to assure accurate meal service for individuals.
- Ensure that all foods are prepared to preserve nutrient values and are served and held within safe temperature ranges according to HACCP regulations.
- Ensure that all meals are served in a timely matter.
- Assemble, disassemble, clean, adjust, and maintain equipment used in food preparation and cooking; clean and sanitize food preparation areas.
- Assist with preparing and cooking special diets.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

COOK I
GRADE D

7122

LEVEL DEFINITION:

Individuals in positions at this level perform basic food preparation duties in a state facility.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and one year of similar food preparation experience.

COOK II
GRADE E

7123

LEVEL DEFINITION:

Individuals in positions at this level perform the more complex food preparation duties in a state facility.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Assist Food Service Operations Supervisor in planning meals to meet dietary needs and individual preferences.
- Prepare entrees, coordinate tray line, food cart delivery, inventory coolers, etc.
- Assist Food Service Supervisor in purchasing and receiving materials required for the food service operation and in approving and processing vendor bills for payment.
- May serve as lead worker; train staff and individuals in food preparation and cleaning and sanitizing procedures; monitor work performance according to specific agency policies.
- Review dietary plans; prepare the foods for special therapeutic diets and modifications.
- Maintain records of amount of food dispersed and amount returned.
- Use computation software, where available, to automate recipes and document proper dietary service.
- Assure security of kitchen, coolers, storage areas, etc., by locking and unlocking doors.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and two years of similar food preparation work experience.

ND Class Description
Cook

CLASS CODES: 7122
7123

Eff. Date: 05/84

Rev: 03/00 – Word processing conversion

Rev: 04/02 - Deleted 7121, re-titled 7122 & 7123, updated duties, added hazard factor statements

Rev: 07/12 – Conversion to Hay System