

part-time

ASHE COUNTY JOB DESCRIPTION

JOB TITLE: COOK

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled food service work. The employee is responsible for preparing, cooking and serving meals on a moderately large scale. The employee may also be responsible for the food supply inventory and for record-keeping in this capacity. Supervision may be exercised over employees or others who assist with the general preparation and serving of food, washing dishes, and cleaning the kitchen.

Independent judgment and initiative are required in determining the proper amount to prepare and seeing that proper sanitation standards are maintained.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Prepares, cooks and serves regular meals or special diets;

Serves food; sets up trays for service.

Maintains records of foods used and meals served.

Assists with or scrubs, scours, and washes cooking utensils and ranges; cleans and mops kitchen; and scrapes plates and trays prior to washing.

Assists with or washes dishes by hand, including adding soap and detergent and regulating temperature and water flow to thoroughly clean and sterilize dishes, glassware, and silverware.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

COOK

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school; or an equivalent combination of experience and training. Some experience in cooking food in quantity lots.

SPECIAL REQUIREMENTS

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the methods of preparing meats and vegetables in quantity lots.

General knowledge of the cooking time and temperature of various foods in order to preserve their flavor and nutritional value.

General knowledge of health, safety, and first aide procedures.

Ability to learn food preparation and cleaning procedures.

Ability to maintain high standards of personal cleanliness and meet required sanitation procedures.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to understand and follow oral and written instructions and keep routine records.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including all types of kitchen equipment and tools pertaining to food service. Must be able to exert up to 50 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or direction from superiors.

COOK

Language Ability: Requires the ability to read records, menus, recipes, etc. Requires the ability to prepare logs, menus, inventory records, etc. using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using kitchen equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as kitchen equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.