

CHIEF COOK

KIND OF WORK

Directs the cooking operation in a state institution.

NATURE AND PURPOSE

An employee in this class has final responsibility for all food preparation in a state institution, including the requisition and distribution of all food supplies. In the absence of a dietitian, the employee is responsible for the preparation of all menus. Supervision is received from the dietitian or administrative head of the institution.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises and directs inmate workers and food preparation so that adequate meals are provided to all residents.

Ensures that adequate inventories exist, so that the dietetic needs of the residents are met.

Develops and enforces sanitation and safety procedures, to ensure that agency requirements are met.

Assists dietitian or institutional administrator with preparation of all budget and food service planning to ensure that operational needs are adequately represented.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of food values and costs and the ability to keep records and estimate food needs in advance.

Thorough knowledge of modern principles and practices of large-scale food preparation.

Thorough knowledge of materials, methods, and equipment used in preparing food on a large scale.

Thorough knowledge of health and safety principles and practices involved in large-scale operation.

Ability to:

Plan and coordinate the work of a number of employees engaged in varied operations in the preparation and serving of food.

Est.: 4/40
Rev.: 9/49; 12/59
Ckd.: 10/91

T.C.: 7/5/67
Former Title(s): Cook IV