



CLASSIFICATION SPECIFICATION

CLASS NUMBER 40122

COOK

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Cook may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Cook position is to prepare and serve meals according to pre-planned menus. The Cook is also responsible for cleaning the kitchen equipment, utensils and surrounding area.

Duties

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|------|---|------------------------------|
| I. | Prepares and serves meals. | <u>Frequency: 70% +/-10%</u> |
| II. | Cleans kitchen equipment and area. | <u>Frequency: 25% +/- 5%</u> |
| III. | Assists in maintaining the kitchen inventory. | <u>Frequency: 5% +/- 2%</u> |



**KSA'S FOR THE
JOB CLASSIFICATION OF
COOK**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Safety practices; Simple routine tasks or operations which include following step-by step instructions (e.g., recipes); Food handling preparation; English in order to read recipes; Intermediate mathematics in order to adapt recipes.	Operating kitchen equipment (e.g., oven, stove, food processor, toaster, electric knife, deep fryer).	Perform intermediate mathematical processes; Read words and numbers; Use standard kitchen equipment to prepare food (e.g., stove, toaster, oven, etc.).
II	Cleaning and janitorial functions; Safety practices.	Performing physical labor.	Exert moderate to considerable physical effort; Operate cleaning equipment.
III	Intermediate mathematical principles (e.g., add, subtract, multiply and divide fractions); Inventory control; Standard food items (e.g., fruits, vegetables); Simple purchasing practices.	Organization.	Grocery shop; Rotate stock of ingredients; Perform intermediate mathematical calculations; Obtain purchase orders; Read words and numbers.



Minimum Qualifications

- One year of experience as a Food Service Worker, 40126.
- Or formal education in arithmetic that includes addition and subtraction and speaking common English vocabulary. Formal education in reading common English vocabulary that results in an applicant being able to read menus and product labels, and to read and comprehend recipes. Also requires one year of experience in a position similar to a Food Service Worker, 40121.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires the incumbent to stand for long periods of time. Additionally, the incumbent unloads stock, which includes canned goods. The incumbent lifts boxes of potatoes or other foods on a regular basis weighing up to 50 pounds. Additionally, the incumbent must load and unload the groceries from shopping. The grocery bags typically weigh between 5 and 10 pounds each. The incumbent occasionally empties the trash, which weighs approximately 20 pounds. The position involves very limited probability of any injury. However, the incumbent may receive minor burns from the oven or stove or may suffer minor cuts from some of the kitchen appliances.