

HEAD COOK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and participating in large-scale food preparation. The Head Cook has responsibility for the preparation of more difficult dishes and the supervision of subordinate kitchen personnel in the preparation of foods and care and cleanliness of kitchen equipment. General supervision is received from a higher level nutrition staff member. General supervision is exercised over subordinate kitchen personnel, such as Cooks, Assistant Cooks and Food Service Helpers. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Supervises the timely preparation of all foods following prescribed menus;

Supervises kitchen personnel such as Cooks, Assistant Cooks and Food Service Helpers in the care and cleanliness of the kitchen and equipment;

Supervises the checking of food temperatures to ensure compliance with County and State regulations;

Reports problems with kitchen equipment to a higher level supervisor;

Supervises the overall operation of the kitchen in the absence of the designated supervisor;

Supervises the preparation of meals for those requiring special diets under the guidance of a consultant or other supervisor;

Tests recipes for quality, appearance, taste, portion size and quantity and makes changes necessary to standardize recipes;

Prepares more complicated dishes and may create new recipes;

May provide in-service training to staff in the area of food preparation and handling of the safe operation of kitchen equipment under the direction of a higher level employee;

May inventory stock on-hand and prepares a monthly inventory report.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the safe operation of kitchen equipment;

Thorough knowledge of the sanitary requirements involved in food preparation;

Thorough knowledge of large scale food preparation and cooking methods; Working knowledge of food values and nutrition;

Ability to plan, direct and supervise the work of others in a manner conducive to full performance and high morale;

Ability to manipulate kitchen utensils and equipment;

Ability to read, understand and follow directions and recipes;

Ability to keep numerical records and write simple reports;

Ability to get along well with others;

Reliability;
Cleanliness.

MINIMUM QUALIFICATIONS: Three years of experience in the preparation of food on a large scale.

NOTE 1: Study in a college or vocational institute in cooking, food service administration, or a similar field may be substituted on a year for year basis for two years of the required experience. One year of experience in the preparation of food on a large scale is still required.

NOTE 2: Large scale cooking is the preparation of a variety of meals requiring varying preparation techniques for service of groups of more than 50 people.

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Non-Competitive