

HEAD COOK

GENERAL STATEMENT OF DUTIES: Directs, supervises and assists in the preparation and cooking of food for residents and patients on general diets; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for skilled cooking and preparation of food on a large scale and for personally performing the more difficult and skilled tasks. Supervision is exercised over other cooks and food service helpers. Supervision is received from the Dietetic Services Supervisor with leeway permitted for the exercise of independent judgment in the performance of specific tasks.

EXAMPLES OF WORK: (Illustrative only)

Supervises and instructs food service employees in tasks performed;

Plans and supervises the preparation of all meals;

Consults with Dietetic Services Supervisors concerning menus;

Supervises the operation of kitchen appliances and equipment;

Estimates quantity of food needed to meet menu requirements;

Supervises the preparations of special diets;

Has responsibility for all special baking;

Requisitions supplies and foods required for each day's menu.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern methods and equipment used in preparing, cooking, and baking foods in large quantities; thorough knowledge of cleaning methods, materials and equipment; good knowledge of safety precautions involved in large scale food preparation; ability to plan and supervise the work of others; ability to estimate quantities of food needed and to apply economical and efficient use of leftovers; ability to understand and carry out oral and written instructions; ability to get along well with others; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: Three (3) years of experience in the preparation of food in a restaurant, hotel, or institution.

ULSTER COUNTY

3340 HD COOK

Classification: Non-Competitive

Grade: 11

Union: CSEA