

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

COOK

JOB DESCRIPTION

Employees in this job perform and oversee a variety of cooking and food preparation tasks at state facilities.

Position Code Title - Cook-E

Cook 5

This is the entry level. The employee performs a range of Cook assignments while learning the methods of the work.

Cook E6

This is the experienced level. The employee performs a full range of Cook assignments and uses independent judgement to make decisions in specific work situations.

Position Code Title - Cook-A

Cook 7

This is the advanced level. The employee functions as a crew leader overseeing the work of lower-level Cooks, prisoners, and/or kitchen workers and performing experienced-level Cook assignments.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Prepares and cooks meats, vegetables, and dishes for general menus and modified diets using hand and power kitchen utensils and equipment.

Prepares foods for specialized diets (i.e., allergies, diabetic, salt restricted, religious) and modified texture diets (i.e., pureed, ground).

Reconstitutes and heats convenience food; heats, steams, or bakes frozen and canned food.

Prepares salads, desserts, and beverages.

Prepares food for special occasions such as meetings, birthdays, and holiday celebrations.

Assembles food for transportation by measuring food portions, placing in containers, and loading hot and cold food carts; receives and unloads returned carts; disposes of unused food; and removes soiled ware for washing.

Washes, sanitizes, and cleans premises, cooking utensils, and kitchen equipment, and maintains sanitary conditions.

Inspects food and food products prior to use and consumption for quality and freedom from contamination and spoilage; rotates stored food stock to ensure proper and timely usage.

Receives and stocks canned goods, paper products, fish, meats, cereal, flour, sugar, and eggs; maintains inventory and orders food items.

Follows health and safety codes and proper food handling and preparation guidelines.

May assist in training other workers, resident helpers, and/or prisoner workers in related tasks.

Performs related work and other tasks as assigned.

Additional Job Duties

Cook 7 (Crew Leader)

Plans sequence and time of food preparation and cooking operations to meet meal schedule.

Resolves problems by adjusting quantities and substituting items in recipes or on menus, reusing cooked foods, or reducing excess waste and spoilage.

Inspects food preparation and serving areas and dining rooms for cleanliness.

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

Oversees adherence to prescribed recipes and menus; rotates menus providing well balanced options; and ensures quantity and quality control.

Follows procurement guidelines and requisitions food, supplies, and equipment.

Maintains records and prepares reports as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, and considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the standard methods, materials, practices, tools, and equipment used in large scale cooking operations.

Knowledge of the qualities, adaptability, and uses of various foods.

Knowledge of health hazards in food service and the necessary preventative measures including time and temperature requirements to ensure food safety.

Knowledge of occupational hazards and safety rules and regulations applicable to the work.

Knowledge of the proper methods of storing or refrigerating ingredients and food products.

Knowledge of food values and nutrition.

Ability to operate and use cooking utensils and equipment.

Ability to prepare food from menus and recipes.

Ability to adapt standard recipes in preparing food for varying numbers of people and for those with special dietary needs.

Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

Cook 7

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

Working Conditions

Some jobs are located in state hospitals, residential centers, mental health facilities, or prisons.

Some jobs require an employee to work in an environment that involves extreme temperatures and exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work where there is a significant chance of injury.

Physical Requirements

The job duties require an employee to stand, bend, reach, and operate kitchen equipment for extended periods.

The job duties may require an employee to lift and/or move heavy objects.

Education

Education typically acquired through completion of high school.

Experience

Cook 5

No specific type or amount is required.

Cook E6

One year of experience in quantity cooking and food preparation.

Cook 7

Two years of experience in quantity cooking and food preparation, including one year equivalent to a Cook E6.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

COOK

Job Code Description

COOK

Position Title

Cook-E

Cook-A

Position Code

COOKE

COOKA

Pay Schedule

U11-002

U11-004

RS

12/08/2024