

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

COOK

JOB DESCRIPTION

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

There are three classifications in this job.

Position Code Title - Cook-E

Cook 5

This is the intermediate level. At this level, the employee performs cooking and food preparation tasks in a learning capacity, receiving on-the-job training and close supervision, while practicing and developing the skills needed to perform the work.

Cook E6

This is the experienced level. The employees perform a full range of cooking and food preparation assignments using independent judgment. Actions are normally determined by specific instructions from the supervisor or by following well-defined procedures, methods, and practices.

Position Code Title - Cook-A

Cook 7

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Cooks, less-skilled kitchen helpers, and/or prisoner workers.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Prepares and cooks meats, vegetables, and casserole dishes for general and/or modified diet menus using hand and power kitchen utensils and equipment.

Prepares foods for persons on specialized diets (i.e., diabetic, salt restricted, religious) and/or 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, as required, by measuring out food, placing in proper containers, and loading hot and/or cold food carts; receives and unloads returned carts; disposes of unused food; and removes soiled ware for washing.

Participates in, and may guide others, in the washing, sanitizing, and cleaning of the premises, cooking utensils, and kitchen equipment such as pots and pans, steam kettles, automatic slicers, choppers, blenders, refrigerators, ovens, freezers, microwaves, tables, and carts to maintain 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 puts away stock such as canned goods, paper products, fish, meats, cereal, flour, sugar, and eggs; maintains inventory and orders food items as necessary.

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

Performs related work as assigned.

Additional Job Duties

Cook 7

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

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

Inspects dining room premises and food preparation and serving areas for cleanliness.

Coordinates the work of lower-level Cooks, less skilled workers, and/or prisoner workers by determining work priorities, assigning, and scheduling the completion of work.

Trains new employees, resident helpers, and/or prisoner workers in related tasks.

Directs the work of residents, prisoner workers, and/or youths assigned to kitchen duty.

Oversees and assures quantity and quality control by directing staff's strict adherence to prescribed recipes and menus.

Requisitions food, supplies, and equipment as needed.

Maintains records and prepares reports as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: 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.

Knowledge of occupational hazards and safety rules and regulations.

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

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 follow instructions.

Additional Knowledge, Skills, and Abilities

Cook 7

Some knowledge of employee policies and procedures.

Ability to organize and coordinate the activities of a specific work area.

Ability to determine work priorities.

Ability to assign work to others.

Ability to explain instructions and guidelines to others.

Working Conditions

Some jobs are located in state hospitals, or mental health or prison facilities.

Physical Requirements

Work involves long periods of confined standing, bending, reaching, and operating kitchen equipment.

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.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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

SC

09/20/2020