



COUNTY OF YORK JOB DESCRIPTION

Cook I
Children's Services
Community Services

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Performs food service work in the Children's Services Division. Prepares and cooks meals, and maintains portion control. Washes dishes and performs general custodial work such as mopping floors and cleaning the kitchen. Responsible for ordering and maintaining food inventory and stocking the storeroom. Work is performed under regular supervision.

ESSENTIAL JOB FUNCTIONS

Prepares, cooks and serves meals; ensures portion control is maintained.

Prepares foods for cooking; peels, washes and cleans vegetables, slices meats and operates an electric mixer.

Carries canned and fresh fruits, meats and vegetables from storage areas.

Scrubs, scours, and washes cooking utensils and ranges; cleans and mops kitchen; and scrapes plates and trays prior to washing; washes dishes by hand or by using dishwasher.

Checks orders against shipping documentation and stocks inventory in storeroom.

Drives County vehicle and shops for groceries and supplies.

Maintains records of foods used and meals served; assists in planning meals and ordering food.

Prepares meals for infants under 1 year of age and records food given to each baby paying close attention to allergies and special needs of each infant.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of basic mathematics to include addition, subtraction, multiplication, and division.

General knowledge of appropriate sanitation standards required in preparing food.

Some knowledge of basic (and safe) food handling, preparation, and cooking procedures to include baking, broiling, steaming, and frying.

Ability to smell and taste food.

EDUCATION AND EXPERIENCE

Any combination of education and experience that demonstrate the ability to perform the essential functions of the position.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia. Possession of valid Food Handler's card. Requires an acceptable background check.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including kitchen equipment and kitchen tools. Must be able to operate a motor vehicle. Work involves occasional lifting and carrying of 50-60 pound packages and putting the food stock away. There is a lot of standing, walking, bending, and stooping while preparing meals and cleaning the kitchen and pantry. There is some climbing on a step stool to reach food items. Pushing is necessary when shopping for groceries. A lot of gripping necessary when performing essential functions also.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.

Language Ability: Requires the ability to read menus, time sheets and inventory documentation. Requires the ability to prepare time sheets.

Intelligence: Requires the ability to learn and understand principles and techniques related to food service; to make independent judgements in absence of supervisor; to acquire knowledge of topics related to primary occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using kitchen equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as kitchen equipment. Must have minimal levels of eye/hand coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under varied levels of stress confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____