



Lake County Cook

BAND	GRADE	SUBGRADE	FLSA STATUS
A	1	2	Non-Exempt

NATURE OF WORK

This position is responsible for preparing and cooking meals. Responsibilities may include monitoring food inventory; washing utensils; and sanitizing kitchen areas.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Prepares and cooks meals in accordance with menus; maintains food, dishwasher, freezer, and cooler temperatures to ensure proper cooking, storage, and cleaning of food and equipment.	Daily 60%	A1
2.	Cleans and sanitizes tables, utensils, and other kitchen areas and materials.	Daily 20%	A1
3.	Stocks meal service carts with food, utensils, condiments, and other items.	Daily 10%	A1
4.	Monitors inventory to ensure proper levels of food, utensils, and other items., orders supplies, grocery shops.	Daily 10%	A1
5.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Responsibilities in this classification are typically procedure based with defined goals and processes or methods, but have the latitude to determine the speed or order of steps used to complete assignments.

DIRECTION RECEIVED

Incumbents perform tasks following defined procedures and standards, the specific steps of most routine tasks are defined.

DIRECTION PROVIDED

Incumbents troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

High school diploma or G.E.D. and 1 year cooking or related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Food Service License
- Valid driver's license



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KNOWLEDGE REQUIREMENTS

- Basic cleaning techniques;
- Cooking techniques;
- Applicable equipment;
- Inventory monitoring principles;
- Safe work practices.

SKILL REQUIREMENTS

- Cleaning and sanitizing kitchen areas;
- Proper handling of food;
- Using applicable equipment;
- Cooking food;
- Monitoring inventory;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, chemicals, and environmental threats.

CLASSIFICATION HISTORY

DATE	COMMENT
June, 2017	Draft prepared by GBS (MO)

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.