

COOK SUPERVISOR I

DESCRIPTION OF WORK

This is supervisory work directing food preparation and cooking activities as a shift leader in a large institutional kitchen or as a production cook in a small kitchen operation.

Employees receive menus and direct the food preparation and cooking activities to meet the menu requirements. Work involves shift supervision over a group of lower level cooks and food service assistants in the food production area. Employee is responsible for sufficient inventory of food and supplies and the sanitation standards throughout the kitchen. Work is reviewed by a higher-level cook supervisor or food service director for adherence to menu requirements and sanitation standards.

EXAMPLES OF DUTIES PERFORMED

Supervises and personally assists in the preparation and cooking of all portions of a meal in an institutional kitchen.

Requisitions commodities needed and examines foods, vegetables, and meats received to determine that amounts are sufficient for the number of persons to be served; makes substitutions if items on the menu are not available in sufficient quantities.

Assigns employees on the shift to specific duties and directs the food preparation and cooking activities in a manner which will most effectively utilize their services.

Gives specific instructions in the cooking of certain items and generally observes the activities in the kitchen to determine that the food is prepared in a proper manner and that food is not wasted.

Recommends changes in the cooking methods to improve the quality of the food service and the taste of the food.

Directs the transfer of food from stoves or cooking utensils to carts for distribution to the various wards or dining rooms and may supervise the cafeteria operation.

Supervises the cleaning of the kitchen and kitchen equipment

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of the methods of preparing meats and vegetables in quantity lots.

Thorough knowledge of the cooking times and temperatures of various foods and methods of preserving their flavor and food value.

Considerable knowledge of the principles of personal and food sanitation.

General knowledge of the methods and materials used in the baking of breads and the preparation of desserts.

General knowledge of the uses of leftover foods and methods of combining these with other ingredients.

Ability to estimate food needs for a relatively large number of persons and to requisition needed food items.

Ability to instruct subordinate personnel in proper food preparation and serving methods and to plan effective work methods in a kitchen.

Ability to maintain routine records of food used and quantities needed for varying numbers of persons:

Ability to maintain kitchen and other working areas in a clean and sanitary condition.

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Minimum Education and Experience

High school or General Educational Development diploma and one year of experience in quantity cooking in a commercial or institutional setting; or an equivalent combination of education and experience.

Special Requirement

Possession of or ability to secure a valid health certificate issued by the local county health department if required by the employing agency.