

COOK SUPERVISOR II

DESCRIPTION OF WORK

This is supervisory work directing food preparation and cooking activities in a large institutional kitchen. Employees direct shift supervisors in food preparation and cooking activities to fulfill the menu requirements. Work involves evaluation of menus and directing the work of the cooks to provide food production sufficient for the institution's needs. Work requires evaluation of food needs and ordering of the necessary food and supplies. Work is reviewed by a kitchen manager or food service director for quality and quantity of food production and for adherence to establish sanitation standards.

EXAMPLES OF DUTIES PERFORMED

Supervises the preparation and cooking of all portions of a meal in an institutional kitchen.
Requisitions commodities needed and spot checks, 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.
Reviews the employees assignments 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.
May assist in the preparation of menus and recommend means of utilizing leftover foods.
Directs and evaluates the cleaning of the kitchen and kitchen equipment to meet established sanitary standards.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledes, 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 and methods of maintaining such standards in an institutional kitchen.
Considerable knowledge of the methods and materials used in the baking of breads and the preparation of desserts.
Considerable knowledge of the uses of leftover foods and methods of combining these with other ingredients.
General knowledge of the dietary requirements for a variety of special diets allowable substitutions for various food items found on diet menus.
Ability to estimate food needs for a relatively large number of persons and to requisition needed food items.
Ability to plan effective work methods in food production and manage a large group of employees.
Ability to maintain routine records of food used and quantities needed for varying numbers of persons.

Minimum Education and Experience

High school or General Educational Development diploma and two years of experience in quantity cooking in a commercial or institutional setting, one of which must be in a supervisory capacity; or an equivalent combination of education and experience.