

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Cook	<u>SERIES NO.:</u> 4235
<u>MAJOR AGENCIES:</u> Education – Deaf School & Blind School, Mental Health, Mental Retardation/ Developmental Disabilities, Youth Services, Veterans' Home	<u>EFFECTIVE DATE:</u> 01/09/2005

SERIES PURPOSE:
The purpose of the cook occupation is to prepare, cook & serve foods in production quantities in an institutional setting.
At the first level, incumbents prepare & cook foods & desserts, make salads, set up food lines & serve food.
At the second level, incumbents provide work direction & training over lower-level cooks & prepare, cook & serve foods.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Cook 1	42351	03	01/09/2005

CLASS CONCEPT:
The first full performance level class works under general supervision & requires considerable knowledge of food preparation, sanitation & storage & operation of food service equipment in order to prepare, cook & serve food.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Cook 2	42352	05	03/26/1990

CLASS CONCEPT:
The second full performance level class works under direction & requires thorough knowledge of food preparation, sanitation & storage & operation of food service equipment in order to provide work direction & training over lower-level cooks in preparation, sanitation & storage of food.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Cook 1	42351	05	01/09/2005	03

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates commercial/standard kitchen equipment to cook foods, mixes salads, makes desserts, dressings & breads, prepares hot & cold beverages & special menu foods, slices meat & cheese, makes sandwiches, assembles fruit plates & relish trays & cleans & cuts vegetables & meats before cooking & mixing.

Sets up food lines; portions food on serving lines; sets up trays & carts; packs food for delivery to dining areas & storage.

Cleans work area, equipment & utensils.

MAJOR WORKER CHARACTERISTICS:

Knowledge of food preparation, sanitation & storage; addition, subtraction, multiplication & division. Skill in operation of kitchen equipment. Ability to understand system of procedures; read recipes; lift up to 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 3 mos. trg. or 3 mos. exp. in food preparation, sanitation & storage & use of food service equipment in institutional, school or restaurant setting.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to varying temperatures (e.g., freezers; hot ovens) & sharp utensils; may work early or rotating shifts &/or weekends; may be exposed to hostile consumers, residents or youths &/or infectious diseases.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Cook 2	42352	05	03/26/1990	05

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides work direction & training over lower-level cooks in preparation & cooking of foods & monitors service lines, loading of carts, storage of foods & general cleaning.

Operates commercial/standard kitchen equipment to cook foods; mixes salad & makes desserts, dressings & breads; prepares hot & cold beverages & special menu foods; slices meat & cheese; makes sandwiches; assembles fruit plates & relish trays; cleans & cuts vegetables & meats before cooking & mixing.

Cleans work area, equipment & utensils.

MAJOR WORKER CHARACTERISTICS:

Knowledge of food preparation, sanitation & storage; addition, subtraction, multiplication & division; employee training & development*. Skill in operation of kitchen equipment. Ability to understand system of procedures; read recipes; lift up to 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 6 mos. trg. or 6 mos. exp. in food preparation, sanitation & storage & use of food service equipment in institutional, school or restaurant setting.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to varying temperatures (e.g., freezers; hot ovens) & sharp utensils; may work early or rotating shifts &/or weekends; may be exposed to hostile consumers, residents or youths &/or infectious diseases.