

DESCRIPTION: Under general supervision of a Food Service Supervisor or higher level, the incumbent provides immediate task supervision and training to Food Service Aides, Assistants and Cooks.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the fourth level in the series of four (Aide, Assistant, Cook, and Leader). This class is distinguished from the lower levels in that it has lead worker responsibilities versus just mentoring or guiding/directing. It is distinguished from the Supervisor/Manager levels in that it does not have full-fledged supervisory responsibilities. It is distinguished from the Food Service Specialist in that it does not work with legal offenders in a prison environment.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Supervises food service staff in cleaning of kitchen or dining room areas.

Serves as a back-up cook (prepares meats, soups, salads, vegetables and baked goods in large quantities) during staff shortages.

Trains food service staff in the preparation of simple foods/snacks and in the serving of all foods.

May assist food service management personnel in scheduling food service staff.

Prepares new, complex or difficult to prepare food items.

May cut, package and label meat.

May order, receive, store and distribute food supplies.

Maintains kitchen and dining room records.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: kitchen and dining room safety practices; special diets provided by the facility; recipes for the preparation of meats, vegetables, soups, salads and baked goods; standards and procedures for the cleaning of dishes, utensils and equipment; food preparation schedules; cooking techniques for meats, soups, salads and baked goods; food sanitation practices; the proper handling and processing of a variety of vegetables and fruits; kitchen safety practices.

Ability to: communicate effectively with facility residents, patients, members and co-workers; train lower level food service staff in all aspects of kitchen and dining room operations; prepare the most complex or difficult recipes; safely use sharp, heavy or hot kitchen equipment, utensils or supplies; follow written and oral instructions; tolerate high temperature and high humidity; bend, stoop, lift and carry food items, equipment and supplies.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request it in advance.)

Two years of cooking/baking experience in a large food service operation.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine individual overtime eligibility as required by the Fair Labor Standards Act (FLSA).