

## COOK COORDINATOR

### KIND OF WORK

Lead cooking work.

### NATURE AND PURPOSE

An employee in this class is responsible for all cooking in a medium-sized institution. In a large institution the incumbent directs all kitchen employees on one shift. Supervision is received from a chief cook, dietitian, or administrative supervisor.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans and independently directs the preparation of meals on a large scale including all foods on the assigned shift.

Estimates food needs.

Requisitions and receives foods to prepare meals in accordance with menu.

Plans and directs the canning of fruits and vegetables for use in the institution.

Directs the food service and the cleaning and maintenance of the kitchen equipment.

Trains new employees in kitchen duties.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of materials, methods and equipment used in preparing food on a large scale.

Considerable knowledge of food values and nutrition.

Considerable knowledge of health and safety principles and practices involved in large-scale cooking operations.

Working knowledge of modern principles and practices of large-scale kitchen management.

Ability to:

Plan and coordinate the work of others to produce satisfactory meals in accordance with an established menu.

Estimate food needs in advance and keep food records.

Est.: 4/10/40

Rev.: 2/17/41; 9/17/49; 12/17/59

Ckd: 10/91

T.C.: 7/67; 7/82

Former Title(s): Cook II

Cook Supervisor