



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

COOK II

Job Number: 20000514

Job Code: 13100V230916

Job Group: 1300 - FOODS AND DIETETIC

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 10 Salary (MIN - MID):

\$15,438-\$23,157 - Hourly

\$2,508.68-\$3,763.02 - 37.5 Hr. Monthly Salary

\$2,675.92-\$4,013.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, prepares, and coordinates daily cooking and kitchen clean up and sanitation duties in an institution, facility, hospital, or park; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE, TRAINING, OR SKILLS:

Two years of cooking experience in an institutional or large scale commercial setting.

Substitute EDUCATION for EXPERIENCE:

Vocational training in food services will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, prepares, and coordinates a variety of kitchen duties such as cooking, baking, sanitation, washing pots and pans, etc. Plans, prepares and coordinates delivery of meals to large groups. Performs and leads in food preparation, cooking menu items to order, banquet cooking, buffet cooking, dessert preparation and baking. Performs and leads in the proper use of kitchen equipment, appliances, and tools in order to prepare food items. Assists Food Service Operations Managers and Chefs with other tasks as needed, including but not limited to maintaining records of food used and supplies on hand, ordering, receiving goods, computing food costs, and opening and closing kitchen and cafe as needed. Bakes, roasts, broils and fries meat, fish and fowl. Mixes and cooks specialty dishes, delicate foods and therapeutic diets. Seasons food by taste test and recipe. Maintains records of food used and supply on hand. Figures food cost and records on a daily food cost sheet. Cleans and sanitizes work area. Insures proper storage of food.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves some lifting. May be exposed to common hazards of food preparation, such as burns and cuts.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions for a specific position may be listed on the individual position description.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.