

## **COOK**

**DEPARTMENT:** Tioga County Sheriff's Department and the Tioga County School Districts  
**CLASSIFICATION:** Non-Competitive  
**SALARY GRADE:** County TCCA Union; Schools vary by location  
**ADOPTED:** 10/91; Revised 2/02, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for the efficient and economic cooking of a wide variety of foods. Work may be performed under the direct supervision of a cook-manager or other superior. Supervision may be exercised over the work of food service helpers in the school districts and supervision is exercised over the work of inmates at the Sheriff's Department. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Prepares foods using approved scientific methods of preparation and quantity recipes, according to prescribed procedures;
- Cleans areas used in food preparation;
- Stores foods and supplies;
- Assists in the serving of meals;
- Prepares soups and broths;
- Cooks meats and vegetables;
- Makes salads, sandwiches, desserts and a variety of other foods;
- When working at the Sheriff's Dept., must be aware of medical conditions, special diets, observance of ethnic holidays of inmates...etc.
- Attends NYS sanitation code and food safety training as required by the jurisdiction.
- Performs a variety of cooking and cleaning duties.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of the modern methods of large scale cooking and baking; good knowledge of the use and care of kitchen equipment and utensils; good knowledge of cleaning materials and sanitation procedures; knowledge of policy and procedures of Dept.; ability to plan work efficiently for the economic use of food supplies and equipment; ability to follow written and oral instructions and to use quantity recipes; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS (Either):**

- (a) Graduation from high school or possession of a high school equivalency diploma preferably supplemented by special training courses for cooks and 6 months of satisfactory full-time paid experience or its part-time equivalent in large scale food preparation; **OR**
- (b) One (1) year of satisfactory full-time paid experience or its part-time equivalent in large scale food preparation and preferably special training courses for cooks; **OR**
- (c) An equivalent combination of training and experience sufficient to indicate the ability to perform the work.