

DEPARTMENT:
CLASSIFICATION:
APPROVED:

ALL APPLICABLE
NON-COMPETITIVE - NYSCSC APPROVED 3/8/2002
DECEMBER 29, 2025

HEAD COOK

DISTINGUISHING FEATURES OF THE CLASS: Leads and participates in all activities directly related to an institutional food service department, which may include preparation, planning, procurement, sanitation and delivery of nutritious meals. Works under the general supervision of a manager. First line supervision is not performed. The incumbent leads the work of lower-level foodservice personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Leads and participates in the safe preparation, cooking and serving of food;
2. Assists in preparing menus;
3. Requisitions and checks supplies;
4. Schedules and assigns specific duties to foodservice personnel and inspects results;
5. Oversees the receipt, checking and storage of food and other supplies;
6. Oversees foodservice personnel and all assigned personnel (i.e. incarcerated individuals) to ensure that policies, work rules, and procedures are adhered to;
7. Brings employee performance issues to management's attention;
8. Serves as trainer, coach, and advisor to assigned employees and may delegate training assignments;
9. Ensures proper sanitation, portioning and production techniques are followed according to established standards;
10. Implements the principles of shrink control, food safety mandates and meal quality control;
11. Maintains simple records and prepares reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

CHARACTERISTICS: Good knowledge of quantity food preparation and service techniques; working knowledge of government sanitation requirements, food purchasing, and production; good knowledge of large scale food preparation and proper cooking methods; good knowledge of proper handling and maintenance of utensils; good knowledge of shrink control and portioning; good knowledge of proper storage methods for both food product and supplies – production related and chemical; working knowledge of food values and nutrition; working knowledge of workplace safety best practices; skill in preparing and cooking a variety of recipes; ability to maintain simple records and produce reports; ability to communicate clearly and effectively, both orally and written; ability to lead and oversee the work of others; flexibility; initiative; resourcefulness; tact; courtesy; integrity; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS: Two (2) years of full-time service as a Cook in the Office of the Aging or Sheriff's Office immediately preceding the date of appointment.

OPEN COMPETITIVE QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of full-time experience in the preparation of food on a large volume institutional scale, at least two (2) of which must have been in leading the work of other foodservice personnel.

NOTE: For appointment to the Niagara County Sheriff's Office a nominated candidate must undergo a background check.