

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE - NYSCSC APPROVED 3/8/2002
APPROVED: JULY 12, 2021

HEAD COOK

DISTINGUISHING FEATURES OF THE CLASS: Supervises 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 Nutrition Services Coordinator. Exercises direct supervision over foodservice personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the 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. Supervises the receipt, checking and storage of food and other supplies;
6. Directly supervises foodservice personnel and all assigned personnel, including but not limited to, ensuring Departmental and County policies, work rules, and procedures are adhered to, addressing employee performance issues, and delegating and training of duties;
7. Serves as trainer, coach, and advisor to assigned employees;
8. Ensures proper sanitation, portioning and production techniques are followed according to established standards;
9. Implements the principles of shrink control, food safety mandates and meal quality control;
10. Maintains simple records and prepares reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of quantity food preparation and service techniques; skill in preparing and cooking a variety of recipes; 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; ability to maintain simple records and produce reports; ability to communicate clearly and effectively, both orally and written; 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 a working supervisory role responsible for the entire operation.

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