I. Level Definition

Positions at this level are in charge of planning, preparing and/or directing the preparation of meals in a kitchen providing from 200 to 1199 meals per day.

OR

Act as an Assistant to a Cook V by directing the preparation of meals for an assigned shift and/or performing related administrative duties such as resolving discrepancies with suppliers and supervising designated staff.

II. Typical Duties

1. Plans and develops menus and recipes according to the nutritional and therapeutic diet needs of the facility.
2. Plans preparation and cooking schedule.
3. Prepares and/or directs the preparation of food and therapeutic diet items such as soups, sauces, salads, starches, meats, fish, poultry, vegetables and desserts by methods/procedures such as roasting, frying, grilling, steaming, poaching, boiling, baking and bulk rethermalization; tests food items for palatability and temperature and adjusts accordingly.
4. Carves food items such as meat and poultry and controls portioning of food items to ensure recipe yield meets assigned quantity quotas; evaluates meals being served to ensure established standards of quality and quantity are maintained.
5. Establishes and ensures maintenance of food rotations in storage in order to minimize spoilage and waste.
6. Estimates food requirements according to nutritional and therapeutic diet needs; orders and receives supplies as required; resolves discrepancies with suppliers.
7. Supervises designated staff by scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
8. Oversees and updates standards and procedures; ensures safety practices and procedures are adhered to.
10. Performs other related duties as assigned.

III. Qualifications

1. Education, Training and Experience

Graduation from a recognized 12 month program in cooking plus three years' recent, related experience or an equivalent combination of education, training and experience.

2. Skills and Abilities

(i) Ability to communicate effectively both verbally and in writing.
(ii) Ability to deal with others effectively.
(iii) Physical ability to carry out the duties of the position.
(iv) Ability to supervise.
(v) Ability to organize work.
(vi) Ability to operate related equipment.