I. **Level Definition**

Positions at this level prepare assigned food items and provide work direction to Cooks I and other designated staff in an assigned area within the kitchen operation or perform related administrative duties in a kitchen providing under 200 meals per day.

II. **Typical Duties**

1. Prepares assigned food items by following established menus, recipes and quantity quotas, determining ingredients and quantities required and assembling ingredients and equipment required for cooking.

2. Plans preparation and cooking schedule.

3. Cooks and seasons assigned 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.

5. Maintains established food rotations in storage in order to minimize spoilage and waste.

6. Coordinates work flow in assigned area and provides work direction to Cooks I and other designated staff including related training and orientation.

7. Estimates food requirements according to nutritional and therapeutic diet needs; orders and receives supplies as required; resolves discrepancies with suppliers.

8. Formulates and updates departmental procedures.

9. 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 one year’s 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 organize work.
   
   v. Ability to operate related equipment.