

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title:** Cook

**Class Code:** 70162

**Pay Grade:** GC

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### **A. Purpose:**

Prepares food in an institution by assembling and mixing ingredients; baking, frying, grilling, broiling or other processes as needed to provide meals to customers.

### **B. Distinguishing Feature:**

Cook has responsibility over one or more of the following categories on a daily basis: meats, vegetables, starches, breakfast, gravies and sauces, desserts, casseroles, or special diets. Food Service Workers perform simple food preparation such as basic grillwork or preparatory work.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Operates grills, stoves, ovens, fryers, steam tables, and other kitchen appliances to prepare food for customers, inmates, residents, and employees.
2. Assembles and mixes ingredients according to recipes and production sheets, to prepare meats, soups, casseroles, vegetables, starches, sauces, gravies, salads, desserts, and special diets.
3. Performs preparatory work such as restocking food containers, peeling vegetables or thawing frozen food to expedite the cooking process for the next day.
4. Places food in serving containers and loads it onto carts; transfers the food from the kitchen to the cafeteria line to make the food available to be served.
5. Cleans work area, equipment, and assigned areas of responsibility to ensure proper sanitation of all food preparation and storage areas.
6. Requisitions groceries and supplies as they become necessary and signs for deliveries to ensure adequate inventory.
7. Performs other work as assigned.

### **D. Reporting Relationships:**

Typically no subordinates report to this incumbent.

### **E. Challenges and Problems:**

Challenges include preparing large volumes of a variety of foods at one time because of the detail involved when preparing each item. Also challenging is that each food item must contain the appropriate ingredients, must be prepared in its own unique way, and must be ready on time.

### **F. Decision-making Authority:**

Decisions include work sequences to accomplish cooking directives.

Decisions referred include menu planning, recipes used, quantity to prepare, and cleaning assignments.

**G. Contact with Others:**

Daily contact with students or trustees assigned to work in the kitchen and staff to receive production orders and deliver food requisitions.

**H. Working Conditions:**

The incumbent works on wet, greasy floors that may be slippery; in hot, humid, and noisy kitchens with boiling hot foods and liquids; may require heavy lifting; and works around hot grills, fryers, ovens, open flames, and with harmful chemicals.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- food recipes and how to interpret them;
- methods of food preparation;
- simple record keeping;
- sanitation practices.

Skill to:

- operate various institutional kitchen appliances.

Ability to:

- work in hot temperatures.