

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Cook I

JOB CODE: 5703/5720

DEPARTMENT: Food and Nutrition

PAY GRADE: 13 (B4)

DATE: 07/01/2006

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### **BASIC OBJECTIVES**

Under direction of the Food Service Manager, assists in the preparation of meals, following menus and standardized recipes in the school cafeteria. This is an entry level job which may lead to the position of Cook II.

### **JOB TASKS/RESPONSIBILITIES**

1. Follows well-defined instructions and operates within the limits of prescribed guidelines to learn large scale food preparation.
2. Follows menus, standard recipes and instructions to learn various methods and procedures used to prepare food.
3. Checks food supplies and recipes to assure sufficient meal preparation for the day.
4. Operates electric slicer, food chopper, mixer, and utensils to cut and slice meats, vegetables and other foods.
5. Prepares meats, sandwiches, salads, vegetables, leftovers and other selections of food as directed by the Food Service Manager.
6. Cooks, heats and steams foods using ovens, stoves and steam kettles. Responsible for sampling food to assure good taste and satisfy preparation requirements.
7. Covers leftovers and refrigerates or stores accordingly, and informs manager of amount of food leftover, and quantity of groceries utilized during the day's preparation.
8. Assists in cleaning kitchen equipment and utensils.
9. Performs related duties of comparable or lesser skill level to learn process and methods of large scale food preparation.

## **PHYSICAL ACTIVITIES**

This is medium work which requires the following physical activities: balancing, bending, stooping, twisting, reaching, standing, walking, pushing, pulling, lifting (30 lbs. minimum without assistance), grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to heat, noise, hazards and atmospheric conditions. The work is performed indoors.

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Completion of at least eighth grade with the ability to read, write and understand oral and written instructions.
2. Must be able to communicate effectively with fellow employees.

Prior revision date(s): 03/23/93, 03/02/01, 05/18/04

Reclassification to PG 13, effective 07/01/2006, per 2006-2009 AFSCME successor contract