

## HEAD COOK

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves supervision and participation in the preparation, cooking, and serving of food. This position differs from that of cook in that incumbents have more operating responsibilities. Menu planning may be a responsibility of this position. General supervision is received from a technical or administrative person. Direct supervision is exercised over Food Service Helpers and others. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Supervises and participates in the planning, preparation and service of food; Supervises the storage and care of foods and supplies; Supervises and participates in cleaning of the kitchen, service, storage and dining areas and the care of equipment; Keeps simple records of food and supplies received and used; Orders groceries and supplies; Prepares work schedules; May take periodic physical inventories of food and supplies; May prepare track and report expenditures.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of the methods of preparing, cooking and baking food in moderately large quantities; Good knowledge of cleaning methods and of the use of cleaning materials and equipment; Ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; Ability to follow oral and written directions and recipes; physical strength and stamina; Physical condition commensurate with the demands of the position; May need to work closely with inmates.

**MINIMUM QUALIFICATIONS:** One year of full-time or its part-time equivalent experience in food preparation.

**NOTE:** Verifiable volunteer or unpaid experience may be substituted for paid experience.

**NOTE:** Specialized training in food preparation, nutrition, or related field may be substituted for paid experience.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Adopted 7/27/88

Revised 10/17/01; 11/9/16; 5/16/17

Reviewed: 3/9/22