

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 578-113-2181-007	Date:
Class: Cook Specialist I	Name:
Under supervision of the Supervising Cook I, the Cook Specialist I assists with the preparation, cooking, and dispensing of food; works with food service staff and Member Helpers; and performs other related work as assigned.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Prepare, cook and dispense food for breakfast, lunch and dinner. Serve meals on the line for Main Dining Room Cafeteria as needed. Follow work assignment schedule provided by the Supervising Cook. Cook a variety of foods, following standardized recipes and methods of preparation. Check food items for color, appearance and taste to insure that food quality is of the highest standard. Assist in testing new recipes for menu adaptation
30%	Provide correct portions per meal orders. Read and follow posted menus for regular and modified therapeutic diets, make changes in menus only with the consent of the supervisor in charge. Monitor steam kettles and watch, turn and stir food. Maintain progressive cooking of all food items
15%	Clean and maintain culinary utensils, equipment and work areas. Follow daily cleaning schedule. Report repair and maintenance needs to the supervisor. May supervise the preparation of food preparation such as fruit and vegetable preparation, weighing of ingredients, cutting and grinding of meat.
10%	Receive, inspect and store inventory supplies as needed. Supervise the cleaning of cooking pots and equipment in the pot and pan areas as needed. Assume responsibility of the Cook Specialist II in their absence.
5%	Attend group meetings as scheduled and receive instructions from the Supervising Cook or Cook Specialist II. Attend in-service training as required.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.
OTHER	
Attendance Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.	

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: View computer screen; supervise, instruct, and train staff; prepare, cook, dispense, and evaluate food.					X	
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X	
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X	
WALKING: Within the kitchen and storage areas.			X			
SITTING: Work station, meetings and training.			X			
STANDING: Prepare, cook and serve food; conduct inspections				X		
BALANCING: Step ladder.			X			
CONCENTRATING: Plan, organize, supervise, prepare, cook and serve food; judge food quality; give instructions and train staff.					X	
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions.					X	
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X	
LIFTING UP TO 10 LBS:					X	
LIFTING 10-25 LBS:					X	
LIFTING 25-50 LBS:				X		
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.			X			
REACHING: Prepare, cook, serve, and retrieve food and supplies; clean equipment.				X		
CARRYING: Food, supplies, utensils, and equipment.				X		
CLIMBING: Step ladder, stairs.		X				
BENDING AT WAIST: Cook; store food supplies.			X			
KNEELING: In dry storage, refrigerators, freezers.		X				
PUSHING OR PULLING: Cook; store food supplies.			X			
HANDLING: Food, supplies, utensils.				X		
DRIVING: Special events.		X				
OPERATING EQUIPMENT: Kitchen equipment, telephone, computer, copy machine, fax machine.					X	
WORKING INDOORS: Kitchen; office environment.					X	
WORKING OUTDOORS: Special events.		X				
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____