

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>COOK SPECIALIST I</b>	
		Division and/or Subdivision <b>CAL FIRE – Tehama Glenn Unit</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Valley View Camp</b>	
		Class Title of Position <b>COOK SPECIALIST I</b>	
		Position Number <b>541-240-2185-VAR</b>	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the supervision of the Supervising Cook I, of the Valley View Fire Center (VLV), the Cook Specialist I plans, prepares, cooks, and serves meals. Duties include:  *Assists the Cook Specialist II to prepare food and serve staff. *Helps determine the number of people to serve at each meal and identifies the quantity of food to be served. *Determines appropriate starting time for various dishes to ensure that meals will be ready on time. *Serves meals by cafeteria style line method while using portion control methods. *Ensures all health and safety regulations are followed.		
35%	*Cleans and maintains food service equipment, utensils and work area which includes, but is not limited to: processing dirty dishes, silverware and pots and pans for cleaning, washing tables after meals, restocking of table condiments, cleaning of refrigerators, shelving, sweep and mop kitchen and food storage floors, empty trash, clean kitchen linen using washer and dryer.		
20%	*Assists the Cook Specialist II with planning cost-effective, nutritious, balanced meals.		
5%	*Receive food deliveries, which include: check delivery against invoice, check for damaged goods, price and date all goods, rotate stock, and break down of empty cardboard food boxes.  Prepares and serves emergency meals at other designated locations as needed. Other duties as required.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: <b>May be required to work nights, weekends, and holidays. This position requires medical clearance as a condition of employment.</b>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only		<input type="checkbox"/> Posted to Directory	
Initials and date			