

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Cook Specialist II	OFFICE/BRANCH/SECTION District 03/Maintenance/Sunrise Region	
WORKING TITLE Cook Specialist II	POSITION NUMBER 903-659-2184-XXX	REVISION DATE 03/19/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Working under the supervision of a Caltrans Supervising Cook, and with functional guidance from a Caltrans Maintenance Area Superintendent, the incumbent prepares, plans, and dispenses food and performs all duties related to working in a kitchen with dormitory facilities as stated below.

CORE COMPETENCIES:

As a Cook Specialist II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety - Integrity)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation)
- Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity)
- Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety - Integrity, Stewardship)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Employee Excellence - Collaboration, Equity, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - Collaboration)
- Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Equity, Climate Action - Innovation)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity - Pride)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Prepares, cooks and dispenses balanced menus from the basic food groups for large groups of employees, while providing a hospitable living and dining environment.
35%	E	Plan menus, requisition supplies; receive, inspect, store and inventory supplies; maintains such records for inventories.
15%	E	Cleans kitchen, washes dishes and maintains all areas of kitchen (and dormitory as needed) in a clean and sanitary condition.
5%	M	May assist the supervisor in training lesser experience staff; keep minor records and reports.

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¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No direct supervision. Employee may at any time be placed in charge of a crew as acting Leadworker for other workers, such as other Cook II's, Cook I's or Janitors.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantities; kitchen sanitation and safety measures used in the operation, cleaning and care of utensils, equipment, and work areas; food handling sanitation; food values as well as nutritional and economical substitutions within food groups; principles of effective supervision and instruction and working with assistants and helpers; food accounting and keeping records and preparing reports.

Ability to prepare and cook all food groups and use appropriate equipment; judge food quality; plan work schedule and prepare and follow menus, recipes and formulas; determine food quantities necessary for groups of varying size, instruct and work with assistants; keep records and prepare reports; evaluate situations accurately and adopt an effective course of action.
Ability to work effectively alone or with others.

Must be able to evaluate various work situations accurately and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense, or damage to State equipment and facilities.

PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities.

Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift.

A. Snowy days: standing during typical 12-hour shift, 50%, walking 40%. Sitting preparing menu, record keeping on food orders, purchases, etc., 10%.

B. Regular non-snow days: Standing and walking 75% of the day, sitting 25%.

Lifting – Items listed may be any of the following but not limited to: cases of food products up to 25 lbs., meat, dish racks, mop buckets, etc.

Carrying – Bagged/boxed material, which may weigh 25 lbs., must be carried from storage areas to kitchen area or job site.

Bending/Crouching/Squatting/Crawling – The Cook II must bend throughout the day while preparing food, moving product, and/or cleaning work areas. All of these activities are necessary when picking up and laying down tools and material.

Simple Grasping – This activity is necessary about 95% of the shift; using kitchen materials and tools in food preparation and cleaning.

Fine Manipulation – This occurs less than 10% of a day and usually while writing reports or manipulating the knobs and levers on the equipment.

Importance of Sight, Smell and Cleanliness – Personal cleanliness; good sense of smell and taste; and freedom from communicable diseases; patience, and ability to tolerate diverse personalities are highly essential.

WORK ENVIRONMENT

Work alone or with others in sometimes confining kitchen space and/or dormitory areas. May be required to work overtime due to storms or when the Supervisor deems that it is in the best interest of the State; shifts may include weekends and holidays.

ADA Notice

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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