STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Cook Specialist II

Division and/or Subdivision
San Mateo-Santa Cruz Unit

Location of Headquarters
La Honda, CA

Class Title of Position
Cook Specialist II

Position Number
541-117-2184-VAR

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.
	Under the supervision of the Battalion Chief, the Cook Specialist II plans, prepares, cooks, and serves meals. Directs the work of other kitchen staff in preparing and serving food, and the cleaning of food service equipment and work areas. Duties include:
35%	*Prepares food and serves staff. *Determines the number of people to serve at each meal and identify the quantity of food to be served. *Determines appropriate starting time for various dishes to ensure meals will be ready on time. *Directs other kitchen staff on preparation and quantity of food to be served. *Serves meals by cafeteria style line method while using portion control methods.
20%	*Directs the work of Cook Specialist I's, on preparation and quantity of food to be served and cleaning of food service equipment. *Ensures all health and safety regulations are followed.
20%	*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 lien using washer and dryer.
15%	*Plans cost-effective, nutritious, balanced meals. *Orders food items based on planned menu using approved vendors. *Receives food deliveries, which include checking delivery against invoices, checking for damaged goods, price and date all goods, rotate stock, and break down of empty cardboard food boxes.
5%	*Prepares and serves emergency meals at other designated locations as needed.
5%	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.

Equal Employment Opportunity (EEO) Statement: 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: Must pass pre-employment Medical Evaluation and Tuberculosis test prior to hire. May be subject to working nights, weekends, or holidays in support of Emergency Incidents. Candidate may be required to wear a uniform.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and date