

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 573-222-2181-002	Date:
Class: Supervising Cook I	Name:
Under direction of the Supervising Cook II, the Supervising Cook I supervises Cooks and food service staff and assists with the preparation, cooking, and service of food.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Provide the full range of supervision to assigned staff. Supervise cooks, and/or food service staff in the preparation, cooking, and serving of meals. Assign work, supervise, give instruction, and provide training to food service staff and Member Helpers. Evaluate performance and take appropriate action. Identify training needs of assigned staff. Schedule and conduct staff meetings.
40%	Prepare, cook, and dispense food and serve as lead cook. Assist the Supervising Cook II with determining the amount of food to be prepared. Apportion the food to various serving areas, dining rooms, and tray line serving areas. Prepare food needed for special diets. Evaluate food, adjust recipes as needed, and determine necessary food quantities. Supervise and assist in the maintenance of culinary utensils and equipment and the cleaning of various storage and work areas. Conduct inspections and maintain safe food handling practices and standards of safety and sanitation. Comply with all local, state, and federal regulations.
10%	Assist with food and supply requisition. Inspect and inventory supplies as needed. Act for the Supervising Cook II in their absence.
5%	Attend meetings. Attend required in-service training.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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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 _____