

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Position No: 577-115-2185-XXX	
Class: Cook Specialist I	
Under supervision of the Supervising Cook I, the Cook Specialist I, assists in preparing, cooking, and dispensing food for the residents, employees and visitors of a Veterans Home; care for culinary equipment, supplies, and work areas; work with other culinary employees; and perform other related work as assigned.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	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.
25%	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. Must maintain a valid CPR and First Aid certification.
	*Must be willing to work with the aged and/or disabled. *Working overtime is a requirement of this position.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 577-115-2185-XXX					
Class: Cook Specialist I					
PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	25% or less	26% to 49%	50% to 74%	75% or More
VISION: Assist prepare, cook, dispense and evaluate food; view work assignments, recipes, menus & production sheets; care for utensils, equipment, safety and sanitation standards; supervise cleaning of pots and equipment and preparation of fruits & vegetables.					X
HEARING: Listen by telephone or in person to staff, residents, visitors; listen to the equipment and cooking process. Listen during meetings and in-services; listen to supervisor.					X
SPEAKING: Communicate with supervisor, staff, residents and the public in person and via telephone, recommend appropriate action, answer telephone, meetings					X
WALKING: Prepare, cook and serve food; receive, inspect, store and inventory supplies, clean & maintain equipment, supplies, and work areas; conduct inspections for safety & sanitation, supervise garbage disposal				X	
SITTING: Attend meeting and in-services, keep records & make reports. Adjust recipes, requisition supplies.		X			
STANDING: Prepare, cook and serve food; tend to steam kettles and the progressive cooking process of food; clean & maintain equipment supplies and work areas.					X
BALANCING: Step ladder while storing or retrieving supplies in dry storage, refrigerator or freezer areas.		X			
CONCENTRATING: Prepare, cook and serve food; judge food quality; operate equipment, maintain safety and sanitation standards, follow special diets, read recipes & menus, weigh ingredients.					X
COMPREHENSION: Understand the needs of the residents, guests and employees; follow recipes, read menus, special diets; safety and sanitation standards, in-service training, policy and procedures.					X
WORKING INDEPENDENTLY: Must be able to work independently with some guidance					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:					X
LIFTING 25 - 50 LBS:		X			
FINGERING: Push telephone buttons, equipment, computer and copy machine buttons.		X			

REACHING: Prepare, cook, serve, receive, store food and supplies; clean and inspect equipment and supplies. Retrieve documents from printer.					X
CARRYING: Carry food, supplies, utensils, equipment, production schedules, recipes, menus, logs & reports.					X
CLIMBING: Step ladder, stairs.		X			
BENDING AT WAIST: Prepare, cook, serve food, receive, inspect, store & retrieve supplies.					X
KNEELING: In dry storage, refrigerators, freezer and in work area.					X
PUSHING OR PULLING: Push carts, prepare, cook, serve, receive inspect and store supplies.					X
HANDLING: Food, supplies, papers					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Kitchen equipment, telephone, computer, copy machine, fax machine				X	
WORKING INDOORS: Kitchen, dining room area.					X
WORKING OUTDOORS: Receive supplies, special events, monitor outside area.		X			
WORKING IN CONFINED SPACE: Kitchen, cafeteria and office.			X		