

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 573-222-2185-010	Date:
Class: Cook Specialist I	Name:
Under supervision of the Supervising Cook I, the Cook Specialist I assists with the preparation, cooking, and dispensing of food; works with food service staff and Member Helpers; and performs other related work as assigned.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
50%	Assist with the preparation and cooking of a variety of foods following standardized recipes and methods of preparation. Serve meals on the tray line or in the cafeteria as needed. Follow the work assignment schedule. Check food items for color, appearance, and taste to ensure that food quality is of the highest standard. Portion food in correct amounts per meal orders. Read and follow posted menus for regular and modified therapeutic diets.
35%	Clean and maintain culinary utensils, equipment, and work areas. Follow the cleaning schedule. Report repair issues and maintenance needs to the supervisor. Instruct and lead Member Helpers in food service and cleaning procedures. Receive, store, and inventory supplies as required.
10%	Attend in-service training classes and regular monthly staff meetings. Comply with all applicable local, state, and federal food handling and food safety regulations.
Working overtime is a requirement of this position.	
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: Prepare, cook, dispense and evaluate food; read recipes, menus and production sheets.					X
HEARING: Answer telephone; communicate with staff; listen to equipment and cooking process.					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.					X
BALANCING: Step ladder.		X			
CONCENTRATING: Prepare, cook and serve food; operate culinary equipment; maintain safety and sanitation standards.					X
COMPREHENSION: Understand the needs of the residents; recipes; safety and sanitation standards training; policies and procedures.					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:		X			
FINGERING: Push telephone buttons; computer keyboard; copy machine.		X			
REACHING: Prepare, cook, serve, receive, store food and supplies; clean and inspect equipment and supplies.					X
CARRYING: Carry food, supplies, utensils, and equipment.					X
CLIMBING: Step ladder, stairs.		X			
BENDING AT WAIST: Prepare, cook, serve food, receive, inspect, store and retrieve supplies.					X
KNEELING: Get food and supplies from low shelves.			X		
PUSHING OR PULLING: Cart; boxes.			X		
HANDLING: Food, supplies, papers.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Kitchen equipment, telephone, computer, copy machine.				X	
WORKING INDOORS: Kitchen.					X
WORKING OUTDOORS: Receiving supplies, special events.		X			
WORKING IN CONFINED SPACE: Refrigerators, supply and 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 _____