

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 575-222-2184-XXX	Date:
Class: Cook Specialist II	Name:
Under supervision of the Supervising Cook I, the Cook Specialist II prepares, cooks, and dispenses food for the residents, guests, and employees and completes other related work as assigned.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
50%	Prepare and cook a variety of foods for all meals, following standardized recipes and methods of preparation. May serve meals on the tray line or in the cafeteria as needed. Provide instruction and training to food service staff and Member Helpers. Follow the work assignment schedule. Check food items for color, appearance and taste to ensure that food quality is of the highest standard. May assist with recipe development for the menus. Portion food in correct amounts per meal orders. Read and follow posted menus for regular and modified therapeutic diets. Comply with all applicable local, state, and federal food handling and food safety regulations.
35%	In conjunction with designated food service staff and Member Helpers, clean and maintain culinary utensils, equipment, and work areas. Follow the cleaning schedule; maintain safety and sanitation standards. Report repair issues and maintenance needs to the supervisor. In a lead capacity, assist with the supervision of food preparation and report on progress to the supervisor. In the absence of the Supervising Cook, act as lead person. Requisition, receive, inspect, store, and inventory supplies, as required. Keep records and prepare reports. Determine food quantities necessary for groups of varying sizes; assist with special resident meals and facility caterings as necessary.
10%	Attend meetings and in-service training as required.
Working overtime is a requirement of this position.	
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 575-222-2184-XXX		Date:			
Class: Cook Specialist II		Name:			
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	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 work independently without much 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 _____