

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position COOK SPECIALIST I	
		Division and/or Subdivision SISKIYOU UNIT	
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.		Location of Headquarters YREKA, CA	
		Class Title of Position COOK SPECIALIST I	
		Position Number 541-214-2185-001	
		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.		
30%	Under the supervision of the Supervising Cook I, the Cook Specialist I plans, prepares, cooks, and serves meals. Leads other kitchen staff in preparing and serving food, and the cleaning of food service equipment and work areas.		
20%	*Assist the Cook Specialist II to prepare and cook food to serve staff, including but not limited to: calculate quantity of food to serve by using recipes, calculate amount of time to prep food, determine the proper amount of cooking time to ensure quality, healthy, palatable food at designated meal times.		
20%	Lead the work of Fire Personnel on preparation and quantity of food to be served and cleaning of food service equipment; ensuring all health and safety regulations are followed.		
15%	*Clean and maintain food service equipment, utensils, and work area, which includes, but is not limited to: processing dirty dishes, silverware and pots and pans for cleaning in commercial dishwasher, washing tables after meals, restocking of table condiments, cleaning of refrigerators, shelving, sweep and mop kitchen and food storage floors, empty trash, clean kitchen linen using washer and dryer.		
5%	*Assist the Cook Specialist II with determining the number of people to serve at each meal and plan meals accordingly. Assist with the planning of the weekly menu and ordering required food using approved vendors.		
	Serve meals by cafeteria style line method while using portion control methods.		
	*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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
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Initials and date			

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

*Prepare and serve emergency meals at the Fire Center, fire facilities or other designated locations as needed.

5%

*Receive food deliveries, which include: check delivery against invoice, check for damaged goods, price and date all goods, rotate stock, and break down of empty cardboard food boxes. 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.

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Job qualifications and/or conditions of employment: **Must complete medical clearance prior to appointment. May be required to work nights, weekends, and holidays.**

"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