



TITLE: DIETARY COOK I/II

FLSA: Non-Exempt

BOARD APPROVED:

BARGAINING UNIT: Misc.

DEFINITION

Under general supervision, prepares, cooks, packages and/or serves meals following applicable federal, state and County rules and regulations. Prepares required reports of food service activity; may perform duties of supervisor in his/her absence. Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dietary Supervisor or assigned management. This position has no supervisory responsibilities but may provide leadership and instruction to individuals assisting with kitchen duties, such as juvenile wards, inmates and/or extra help.

CLASS CHARACTERISTICS

Positions in this classification series are flexibly staffed. This is a multi-level professional classification series in which incumbents may be assigned to either of the two (2) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. An incumbent at the Dietary Cook I level may be promoted to the Dietary Cook II level when work knowledge has been developed, sound work habits demonstrated, and requirements have been met.

Dietary Cook I: This is the entry-level classification in the Dietary Cook series. Initially under immediate supervision, incumbents perform routine duties in the preparation, packaging and/or service of meals. Positions at this level usually perform most of the duties required of the positions at the Dietary Cook II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Under supervision, incumbents assist in the training of juvenile wards and/or inmates in the cooking and baking of all meal items served and/or transported from the Jail kitchen.

Dietary Cook II: This is the journey-level classification in the Dietary Cook series. Positions at this level are distinguished from the Dietary Cook I by the performance of the full range of duties as assigned, working independently under less supervision, and exercising judgment and initiative. Incumbents train other lower-level Dietary Cook incumbents and juvenile wards and/or inmates in the cooking and baking of all meal items served and/or transported from the Jail kitchen. This classification is distinguished from the Dietary Supervisor in that it has no supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Prepares, cooks, packages and/or serves healthy, appetizing meals.
- Prepares special dietary meals as directed.
- Dispenses appropriate portions of food to be served.
- Cleans and sanitizes kitchen, dining areas, cooking equipment, utensils, cookware, storage facilities, refrigerator, freezer etc.
- Assists in maintaining kitchen equipment.
- Assists in assessing dietary needs; assists in the planning of menus to ensure adequate variety and nutritional content; adapts recipes and prepares special diets as requested.
- Prepares food for special events as required.
- Performs all duties in accordance with applicable federal, state and County rules, regulations and guidelines.
- May provide leadership and instruction to juvenile wards or inmates engaged in food service work in the absence of the Dietary Supervisor.
- Assists in maintaining supply and food inventory; orders produce as needed; properly stores food and supplies.
- Practices Hazard Analysis Critical Control Points (HACCP) according to the established plan when packaging food items.
- Conducts meal counts; prepares menus, lists, records and reports of food service activity as required.
- Receives and responds to routine inquiries regarding food and food services.
- Attends meetings and training courses, as required, to enhance job knowledge and skills.
- Performs other related duties as may be assigned.

QUALIFICATIONS

Knowledge of:

- Institutional meal planning and cooking procedures
- Sanitation and safety techniques
- Governmental regulations pertaining to food service
- Basic medical terminology
- Applicable occupational hazards and safety precautions
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Techniques for providing leadership and training to those who may assist in kitchen
- Modern office practices, methods and computer equipment
- Recordkeeping principles and procedures
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

Ability to:

- Teach juvenile wards and/or inmates job skills if they are eligible to work in a kitchen setting.
- Operate standard commercial cooking and cleaning equipment.
- Read and interpret physician's orders and prepare a therapeutic diet.
- Prepare food that is visually appealing and that tastes good, in large quantities.
- Adapt recipes to specific dietary requirements.

- Assess dietary requirements.
- Maintain simple bookkeeping and inventory records.
- Provide leadership and instruction to others as assigned.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Work independently and as a team member.
- Use English effectively to communicate in person, over the telephone and in writing.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Make accurate arithmetic, financial and statistical computations.
- React calmly and professionally in emergency, emotional, and/or stressful situations.
- Make sound, educated decisions.
- Maintain significant flexibility in daily operations and decision making.
- Assemble and analyze information and prepare written reports and records in a clear and concise manner.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade.

Dietary Cook I:

- One (1) year of cooking experience is required.
- Experience preparing, baking and cooking food in an institutional or commercial kitchen is highly desired.

Dietary Cook II:

- One (1) year of experience as a Dietary Cook I with Tehama County or two (2) years of experience in preparing and cooking food and baking in an institutional or commercial kitchen.
- Other combinations of education and experience may be considered.

License and Special Requirements:

- Requires possession of a valid California driver's license.
- Completion of a Hazard Analysis Critical Control Point (HACCP) sanitation certification course for food service workers is desired.
- Specialized training related to specific assignment may be required.
- Must obtain and maintain current American Red Cross basic first aid and CPR certificates within 90 days of hire. This course is sponsored by the County of Tehama at no expense to the employee.
- Must be able to pass an extensive background investigation prior to employment.

PHYSICAL DEMANDS

Employees in this classification are continually required to stand, walk, sit, talk, hear, taste and smell. Employees must have sufficient fine finger dexterity to use hand to finger, handle or feel objects, tools or controls. Employees are occasionally required to climb,

balance, stoop, kneel, crouch and crawl. Corrected hearing and vision to normal range. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds as necessary to perform job functions.

WORKING CONDITIONS

Employees work in a food service environment with moderate noise levels, extreme temperature conditions, dust, steam, fumes, scents, odors from cooking, and occasional exposure to hazardous physical substances. Work may involve personal danger, and exposure to hazardous, uncontrollable and life-threatening situations can occur. Employees may interact with upset staff and/or public and private representatives in daily routine and when interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends, and holidays.

EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE

(11/07/17, 10/2017)