

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COOK I

POSITION CODE: 09601
Effective: 7-16-99

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, cooks and prepares food on a large scale basis; assumes responsibility for the unit of cookery to which assigned; may supervise employee, patient or resident helpers as assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Cooks meats and vegetables and prepares other foods and beverages as required by menus; prepares and cooks food to meet special diet menu requirements.
2. Operates standard cooking equipment such as mixing machines, steam cookers, toasters, food choppers, bake ovens and electric stoves; cares for and makes minor adjustments to equipment.
3. Assists in the inspection of the kitchen to see that it is equipped with necessary supplies and posts to food and supply inventory records.
4. Cleans cooking equipment and work area to maintain sanitary safety and healthful conditions.
5. May supervise other employees or patient/resident helpers as assigned on a temporary basis.
6. May assist in serving foods to patients or employees.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires six months of cooking experience or completion of an approved training course which has provided working knowledge of food preparation and cooking methods on a large scale basis.

Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class.

Knowledges, Skills and Abilities

Requires elementary knowledge of health and safety requirements of a food service.