

**HEAD COOK**

**TOMPKINS COUNTY**

**Department** Sheriff, School Districts

**Classification** Non-Competitive

**Labor Grade** \_\_\_\_\_

**Approved** 2/61

**Revised** 9/97; 11/08

**By** HH, Commissioner of Personnel

**BBP Risk Factor** 3

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory position involving responsibility for the planning of menus, purchase of food and preparation and serving of meals in an institutional setting in accordance with established guidelines. The work is performed under general supervision with wide leeway allowed for the exercise of independent judgment when performing the duties assigned. This position is responsible for the supervision of Cooks, Food Service Helpers, Inmate Food Workers (at the Jail) and other assigned personnel. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Plans meals, maintains an inventory of food and supplies, and prepares orders for suppliers;  
Rotates and checks stock for spoilage;  
Performs a wide range of food preparation, cooking and baking duties encompassing all the duties described in the Cook class specification;  
Instructs cooks in the preparation, cooking, and baking of new menu items and of items which they find difficult to master;  
Supervises and assists Cooks, Aids, and residents in performing pot washing or cleaning tasks in the kitchen;  
Keeps records and prepares reports on food service production;  
Plans and prepares difficult or special dishes;  
Assists in the maintenance of the kitchen budget.

**AT THE TOMPKINS COUNTY JAIL:**

Plans menus in accordance with established nutritional guidelines and food allowance and determines amount of food to be prepared;  
Supervises, instructs and trains employees and inmates;  
Prepares, cooks and dispenses food in quantity;  
Cleans and maintains utensils, equipment and work areas;  
Makes inspections and develops and maintains appropriate food handling practices;  
Orders and receives, inspects, stores and inventories food supplies;  
Supervises garbage disposal as required;  
Keeps various records and reports;  
Attends required trainings, meetings (on and off site) and picks up local supplies;  
Attends required training out of town.

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## HEAD COOK (CONTINUED)

### KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, methods and equipment used in the care, preparation, cooking and serving of food in a large-scale institutional setting;  
Good knowledge of large-scale food preparation, cooking and baking methods;  
Good knowledge of the principles and practices of supervision;  
Working knowledge of food values including nutritional and economical substitutes;  
Working knowledge of the processes involved in menu planning;  
Working knowledge of the health and safety factors and sanitary codes involved in the preparation of food;  
Working knowledge of inventory control and ordering procedures;  
Working knowledge of kitchen sanitation and safety measures and the operation, cleaning, and care of utensils, equipment and work areas.  
Skill in performing procedures involved in large scale cooking and baking;  
Ability to understand and carry out oral and written instructions;  
Ability to plan, assign and supervise the work of others;  
Ability to keep simple records and prepare reports;  
Ability to establish and maintain effective working relationships with others;  
Ability to lift items up to 50 pounds from floor level such as boxes of produce;  
Ability to stand and walk for long periods of time with intermittent breaks;  
Willingness to work early morning hours, evening hours, and weekends;  
Reliability, cleanliness, tact and courtesy are all required;  
The employee's physical condition shall be commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) large-scale cooking experience in nursing home, hospital, school cafeteria, or similar facility, at least six months of which must have been as a lead worker or in a supervisory capacity; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) large-scale cooking experience which involved banquet preparation on a full-time basis with a restaurant, hotel, catering company, or similar organization, at least six months of which must have been as a lead worker or in a supervisory capacity; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above with at least six months of such experience as a lead worker or in a supervisory capacity.

**NOTE:** Experience as a short order cook or in a facility serving a limited population or menu is NOT qualifying.

### FOR EMPLOYMENT AT THE TOMPKINS COUNTY JAIL:

Must possess a valid NYS driver's license at the time of appointment and maintain such license for the duration of employment.  
Must be willing to submit to a personal history and criminal background investigation

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