

## ASSISTANT COOK

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in the preparation of food on a moderate to large scale. This position differs from that of a Cook or Head Cook by virtue of the fact that it is considered to be an entry level cooking position involved in basic meal preparation. Direct supervision is received from a higher level cooking supervisor. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares vegetables and other foods in correct amounts for use in planned usage;  
Bakes items such as muffins, cookies or cakes;  
Operates kitchen equipment such as convection steamers and convection ovens, tilt fry kettle, steam jacketed kettle, pump fill equipment meat packaging equipment;  
Reads and follows recipes in the preparation of foods;  
Checks food temperature to ensure compliance with County and State regulations and with the HACCP Food Safety & Quality Assistance Procedure manual for Broome county Central Foods & Nutritional Services;  
Assists in cleaning kitchen area, equipment and utensils;  
Labels serving according to the established plan for the service unit;  
May fill in for cooking staff as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern cooking utensils, appliances and equipment;  
Working knowledge of approved methods of preparing, cooking and baking food in large quantities;  
Working knowledge of kitchen and food preparation sanitation;  
Ability to read, understand and follow directions and recipes;  
Ability to manipulate kitchen utensils and equipment;  
Ability to lift moderately heavy objects such as pots, coolers, carriers and cases of food;  
Cleanliness;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Completion of high school or high school equivalency diploma and: a) one year experience in large scale food preparation, or b) one year experience preparing simple foods such as desserts and salads for groups of 50 or more.

**NOTE 1:** Large scale cooking is the preparation of a variety of meals requiring varying preparation techniques for service to groups of more than 50 people.

**NOTE 2:** Large scale cooking is the preparation of variety of meals requiring varying preparation techniques for service of groups of more than 50 people.