

**DEPARTMENT:** ALL  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** JUNE 21, 2010

Office for the Aging  
Permanent, Full-Time  
\$16.64-18.60 current employees hired prior 11/16/10  
\$14.14-15.82 new hires  
Position #4491  
Posting Expires 12/18/19

## COOK

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class involve the preparation and delivery of food to an institutional food service department. Employees in this class may be involved in the preparation, planning, procurement, sanitation and delivery of nutritious meals. Immediate supervision is exercised over the work of the Assistant Cook, Food Service Helper, Kitchen Attendant and assigned personnel. Work is performed under the general supervision of the Nutrition Services Coordinator and/or Head Cook for compliance with department policy and regulations. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Participates in the preparation of all food items.
2. Maintains proper sanitation and cleanliness of area and equipment, according to established policy and standards.
3. Participates and assists in portioning, production, receipt and storage of food and other supplies.

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

Good knowledge of quantity food preparation and service techniques; working knowledge of equipment and maintenance and cleaning of such equipment, i.e.: institutional size convection ovens, fryers, mixers, steamers, etc.; skill in preparing and cooking a variety of recipes; working knowledge of sanitation techniques and production. ability to communicate clearly and effectively; ability to follow oral and written directions; initiative; resourcefulness; tact, integrity; honesty; and courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of an equivalency diploma;

- AND:** 1. Three (3) years of full-time experience, within the last five years, in the preparation of food in a volume institutional scale\*;
- OR:** 2. An Associates Degree in Food Service;
- OR:** 3. Six months of part-time or full-time experience as a Food Service Helper in a nutrition site or school cafeteria\*\*.

### **NOTE:**

**\*INSTITUTIONAL SCALE MAY CONSIST OF, BUT IS NOT LIMITED TO, EXPERIENCE IN A HOSPITAL, CORRECTIONAL FACILITY, SCHOOL, RESTAURANT, HOTEL OR THE MILITARY.**

**\*\*THIS ITEM APPLIES TO OFFICE FOR THE AGING AND SCHOOL DISTRICTS ONLY.**

**\*\*\*FOR APPOINTMENT TO THE SHERIFF'S DEPARTMENT A NOMINATED CANDIDATE MUST UNDERGO A BACKGROUND CHECK.**

**Qualified Candidates should apply electronically <http://niagara-portal.mycivilservice.com/jobopps> OR send letter of interest, resume and application to Niagara County Human Resources, 111 Main St, Suite G2, Lockport, NY, 14094 by December 18, 2019.**