



University System of Maryland Job Class Specification

TITLE: COOK
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: Q-352012

JOB CODE: N08CKU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: FOO PRP

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/96

JOB SUMMARY

Under general supervision, functions as a cook preparing menu items according to standard recipes, ensuring quantity and quality standards are maintained.

PRIMARY DUTIES

1. Oversees food preparation activities by determining work priorities, assigning work and ensuring safe and sanitary conditions are maintained.
2. Prepares, seasons, cooks, fries and bakes food according to standard recipes, determining necessary production amounts; revises and/or alters daily menu/recipes if necessary.
3. Prepares food items for serving; carves portions of meat, fish and/or fowl for individual servings.
4. Measures, weighs and combines ingredients for quantity preparation of meats, vegetables, salads and beverages in accordance with established recipes; modifies recipes and/or production amounts.
5. Operates a variety of manual and/or automated kitchen equipment such as ovens, grills, toasters, fryers, mixers etc.
6. Determines food quantities, prepares estimates of time, labor and materials to be used on assigned tasks.
7. Responsible for assuring optimal quality of food throughout preparation and service.
8. Protects equipment, utensils, food and other items of inventory from contamination, spoilage and pilferage.
9. Provides guidance and training to subordinate personnel.

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Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION:

EXPERIENCE: Three years in commercial or institutional cooking.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of food preparation methods. Thorough knowledge of and skill in applying the procedures and standards of quality and quantity food selection, food preservation, meal service and portion control. General knowledge of principles and practices of sanitation and safety in cooking areas. Skill in proper food handling and preparation; in garnishing pans of food for service; in the operation of food preparation equipment and dishwashers. Ability to read and write; to follow and adjust recipes; to provide guidance to food service personnel; to perform basic arithmetic computations; to prepare food using assigned utensils, appliances and equipment; to work in irritating environments and adverse temperature conditions; ability to lift, transport and stock food service supplies and materials.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Safe Food Handling and Sanitation Certification may be required.