

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Cook Specialist II	REPORTING UNIT NUMBER 630
DIVISION/BRANCH OR CENTER Region I	LOCATION Placer Center
CLASS TITLE Cook Specialist II	POSITION NUMBER 533-630-2184-XXX
	EFFECTIVE DATE

Supervision Exercised

NUMBER # #	DIRECT SUPERVISION CLASSIFICATION	NUMBER 2 4	INDIRECT SUPERVISION CLASSIFICATION Cook Specialist Kitchen Corpsmembers
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Under the supervision of the Supervising Cook I, the Cook (CCC) is responsible for leading the implementation of the center food service program. The specific functions include, but are not limited to, the following:

Relative Time
Required

- | | |
|-----|---|
| 35% | Prepare food for the center Corpsmembers and visiting guests. Direct Cook Specialist Corpsmembers and other Corpsmembers in the preparation of meals that are nutritionally balanced which include vegetarian, various ethnic dishes, and home-baked products. Assist with weekly menu planning to ensure nutritionally balanced meals, and adjust portions to population being served. May make adjustments to menus when needed. Record daily time sheets for Corpsmembers working in the kitchen. |
| 35% | Maintain a sanitary and safe working environment within the kitchen. Maintain safety standards and proper use of equipment and kitchen utensils. Inspect kitchen, dining room, and outside areas for proper sanitation. Ensure Cook Specialists and Kitchen Helpers comply with sanitation and safety requirements. |
| 15% | Provide quality food service training for Corpsmembers; supervise Corpsmembers in training to be Cook Specialists in civil service; educate Cook Specialists and Corpsmembers in sanitation and safety principles, the proper storage of food supplies, use of knives/utensils and equipment, kitchen procedures/operations and food preparation/handling. Assist in the implementation of a Cook Specialist training program complete with classroom materials audio visual aides, tests, evaluations and certificates. |
| 10% | Account for all meals served. Prepare all necessary paperwork/reports for food service areas. Assist Supervising Cook I and Administrative Officer I in regards to purchase order preparation and Cal Card purchases. Communicate necessary information to the Supervising Cook I for smooth transition from one shift to the next; act as Supervising Cook I in his/her absence. Report any repair issues for equipment to supervisor. |
| 5% | Responsible for independently administering kitchen orientation, training, evaluation, para-counseling, morale and first stage discipline of all Corpsmembers involved in the center food service program. Provide and maintain a harmonious working environment through a positive attitude and techniques to resolve conflicts with the kitchen crew. Take action, when needed, at the first discipline level for Corpsmembers. Report and evaluate the performance of Corpsmembers who directly work under the Cook's supervision on a daily and monthly basis. Document any issues or problems in the kitchen to ensure effective Corpsmember development in the program. |

I have read and discussed these duties with my supervisor.

Employee Print/Signature	Date
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I certify that this duty statement accurately represents the duties and responsibilities of the position.

Supervisor Print/Signature	Date
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CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Cook Specialist I	REPORTING UNIT NUMBER 630
DIVISION/BRANCH OR CENTER Region I	LOCATION Placer Center
CLASS TITLE Cook Specialist I	POSITION NUMBER 533-630-2185-XXX
	EFFECTIVE DATE

Supervision Exercised

NUMBER # #	DIRECT SUPERVISION CLASSIFICATION	NUMBER 2 4	INDIRECT SUPERVISION CLASSIFICATION Cook Specialist Kitchen Corpsmembers
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Under the supervision of the Supervising Cook I, the Cook Specialist I is responsible for assisting in the preparation of cooking and dispensing food for the center food service program. The specific functions include, but are not limited to, the following:

Relative Time
Required

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| 35% | Assist with the preparation of food listed on the daily menus for the center Corpsmembers and visiting guests. Direct Cook Specialists and other Corpsmembers in the preparation of meals that are nutritionally balanced which include vegetarian, various ethnic dishes, and home-baked products. Follow the menu to create nutritionally balanced meals, and adjust portions to population being served. Record daily time sheets for Corpsmembers. May assist with weekly menu planning with the goal of learning the process. |
| 35% | Maintain a sanitary and safe working environment within the kitchen. Maintain sanitation, safety standards, and proper use of equipment and kitchen utensils. Ensure Cook Specialists and Kitchen Helpers comply with sanitation and safety requirements. |
| 15% | Provide quality food service training for Corpsmembers for less complex duties such as cleaning dishes, utensils, and equipment; preparing various types of produce; and other miscellaneous cleaning duties. Help educate the Cook Specialists and other Corpsmembers in sanitation and safety principles, the proper storage of food supplies, use of knives/utensils and equipment, kitchen procedures/operations and food preparation/handling. Participates in the kitchen orientation, training, evaluation, para-counseling, morale and first stage discipline of all CMs involved in the center food service program. Assist in the implementation of a Cook Specialist training program complete with classroom materials audio visual aides, tests, evaluations and certificates. |
| 10% | Assist the Supervising Cook I to account for meals served at the assigned center. Provide necessary information to the Supervising Cook I to complete paperwork and reports for food service areas. Report any repair issues for equipment to supervisor. Assist with requisitioning, receiving, inspecting, storing, and inventorying food/supplies. Communicate necessary information to the Supervising Cook I for smooth transition from one shift to the next. |
| 5% | Provide and maintain a harmonious working environment through a positive attitude and technique to resolve conflicts within the kitchen crew. May participate in the first level of discipline for Corpsmembers working in the kitchen. Report and evaluate the performance of Corpsmembers who directly work under the Cook Supervisor I's supervision on a daily and monthly basis. Assist in documenting any issues or problems in the kitchen to ensure effective Corpsmember development in the program. |

I have read and discussed these duties with my supervisor.

Employee Print/Signature	Date
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I certify that this duty statement accurately represents the duties and responsibilities of the position.

Supervisor Print/Signature	Date
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