

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Cook Specialist II	OFFICE/BRANCH/SECTION 10/650	
WORKING TITLE Cook	POSITION NUMBER 910-650-2184-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under direction of a Supervising Cook 1, to plan, organize, and assist with the preparation, cooking and serving of food to employees; to do maintenance on culinary equipment, supplies and work areas, and to do related work. Works in the the day to day cleaning and operation of a seasonal bunkhouse/dormitory.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Prepares, cooks, and dispenses food and serves as chief cook on a shift. Ensures safe practices rules and regulations (Cal-OSHA), industrial Safety and Department of Health) are followed.
20%	E	Maintains the maintenance of culinary utensils and equipment and the cleaning of various storage and work areas; makes inspections and maintains food handling practices and standards of safety and sanitation; requisitions, received, inspects, stores, inventories supplies, and garbage disposal
20%	E	Maintains morale of the crews and responds to emergency calls for such things as power failure, equipment failure, and makes field decisions to correct problems. As required, plans menus in accordance with the established food allowance and determines the amount of food to be prepared.
10%	E	Bunkhouse/ dormitory operation duties include custodial tasks, issuance of room assignments and conformance to all relevant policies and procedures to all relevant polices and procedures concerning its operation.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Normally this position does not supervise; however, the incumbent may be placed in charge or called upon to act as leadsperson for a short duration. Supervision is received from the Supervising Cook I.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing and serving food in large quantities; kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment and work areas; food handling sanitation; food values as well as nutritional and economical substitutions within the food groups; skill in: judging food quality; preparation and cooking of all food groups.

Ability to: Prepare palatable and adequate meals; keep records and prepare reports; keep inventories and make requisitions; use appropriate equipment; determine food quantities necessary for groups of varying size; plan food production to schedule; plan.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

If proper methods are not used in food preparation it could mean replacement of facility kitchen equipment at great expense to the State of California. Errors in judgment regarding safety practices in kitchen could result in health injuries to our employees and or to self.

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PUBLIC AND INTERNAL CONTACTS

The incumbent in this position has substantial contact with road maintenance employees, and requires a special ability to communicate and maintain a positive departmental image. The public image of the Department often balances on the conduct of this individual. Contacts will be made daily with public suppliers, public and maintenance employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Personal cleanliness; good sense of smell and taste; and freedom from communicable diseases. Employee will be required to bend, stoop, climb, kneel, reach, push, pull sit and stand for long periods of time. Overtime may be required, and vacations may be restricted, during peak times. The workload is subject to frequent substantial and unexpected changes. Most be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

While at the base of operation, the cook will work in a climate-controlled facility under artificial light. However, due to periodic problems with out side of facilities work in outside cold and heat extremes may be required. Employees will be required to work at high elevation

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE