



# California Department of Transportation Duty Statement

<b>CLASSIFICATION TITLE</b> Cook Specialist II	<b>DISTRICT/DIVISION/OFFICE</b> 10/650 Caples Lake Maintenance Region
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<b>WORKING TITLE</b> Cook	<b>POSITION NUMBER</b> 910-650-2184	<b>EFFECTIVE</b>
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As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

### **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  
Essential (E)/Marginal (M)

- 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.

### **Supervision 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.

**Consequence of Error/Responsibility for Decisions**

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.

**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. Must 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 and understand the duties listed above and can perform them with/without reasonable accommodations. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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**EMPLOYEE**

**DATE**

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

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**SUPERVISOR**