

CALIFORNIA DEPARTMENT OF TRANSPORTATION

DUTY STATEMENT

CLASSIFICATION TITLE SUPERVISING COOK I	DISTRICT/DIVISION/OFFICE DISTRICT 03 SUNRISE REGION MAINTENANCE	
WORKING TITLE COOK SUPERVISOR I	POSITION NUMBER 903-659-2181-XXX	EFFECTIVE

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: 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

Working under the supervision of a Maintenance Superintendent, the incumbent supervises Cook I & II's as well as janitors in all duties related to working in a kitchen with dormitory facilities as stated. Oversees and prepares, plans, and dispenses food and all duties to maintain facility.

TYPICAL DUTIES:

Percentage

Essential (E)/Marginal (M)

- 20% (E) Prepares, cooks and dispenses balanced menus from the basic food groups for large groups of employees, while providing hospitable living and dining environment.
- 60% (E) Plan menus, requisition supplies; receive, inspect, store and inventory supplies; maintains such records for inventories. Keep records on employees and complete required reports for timekeeping and other employee benefits.
- 20% (E) Cleans kitchen, washes dishes and maintains all areas of kitchen (and dormitory as needed) in a clean and sanitary condition.

SUPERVISION AND GUIDANCE RECEIVED:

Employee will receive general supervision from a Maintenance Superintendent in charge of the area.

SUPERVISION EXECUTED OVER OTHERS:

Employee will be placed in charge of a crew of workers, such as other Cook II's, Cook I's or Janitor class.

KNOWLEDGE, ABILITY, AND ANALYTICAL REQUIREMENTS:

Knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of 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 food groups; principles of effective supervision and instruction and working with assistants and helpers; food accounting and keeping records and preparing reports.

Ability to prepare and cook all food groups and use appropriate equipment; judge food quality; plan work schedules and prepare and follow menus, recipes and formulas; determine food quantities necessary for groups of varying size, instruct and work with assistants; keep records and prepare reports; analyze situations accurately and adopt an effective course of action.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Error may endanger co-workers and/or the public. Error may also cause a waste of time and waste of tax dollars through extra expense, or damage to State equipment and facilities.

PUBLIC AND INTERNAL CONTACTS:

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Employee is expected to maintain a favorable public image for the State.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities.

Standing, Sitting and Walking are described to equal 100% of the work time for a given period such as a work shift.

- A. Snowy days: standing during typical 12-hour shift, 50%, walking 40%. Sitting preparing menu, record keeping on food orders, purchases, etc., 10%.
- B. Regular non-snow days: Standing and walking 75% of the day, sitting 25%.

Lifting – Items listed may be any of the following but not limited to: cases of food products up to 25 lbs., meat, dish racks, mop buckets, etc.

Carrying – Bagged/boxed material, which may weigh 25 lbs., must be carried from storage areas to kitchen area or job site.

Bending/Crouching/Squatting/Crawling – The Cook II must bend throughout the day while preparing food, moving product, and/or cleaning work areas. All of these activities are necessary when picking up and laying down tools and material.

Simple Grasping – This activity is necessary about 95% of the shift; using kitchen materials and tools in food preparation and cleaning.

Fine Manipulation – This occurs less than 10% of a day and usually while writing reports or manipulating the knobs and levers on the equipment.

Importance of Sight, Smell and Cleanliness – Personal cleanliness; good sense of smell and taste; and freedom from communicable diseases; patience, and ability to tolerate diverse personalities are highly essential.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee Signature

Date

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

Supervisor Name (please print)

Supervisor Signature

Date