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| DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT | 9.550 |
| STATE OF HAWAII | 9.555 |
| | 9.560 |
| | 9.565 |

Specifications for the Classes:

COOK I, II, III and IV

SERIES DEFINITION

Positions in this series assist, perform and/or supervise in the preparation of meals, cooked in quantity, in a cafeteria or an institutional kitchen (e.g., college, hospital, correctional facility).

CLASS DISTINGUISHERS

COOK I: This is the entry level in the series. A Cook I assists in cooking designated entrees and other principal meal items.

COOK II: This is the fully competent level in the series. A Cook II is responsible for independently cooking a variety of entrees and other principal meal items. A Cook II may be responsible for a cooking station in a kitchen having several cooking stations and serving a large number of meals, or may be the cook in a small kitchen and may supervise kitchen and cook helpers.

COOK III: This is the working supervisor in the series. A Cook III supervises and participates in cooking activities and is responsible for all cooking operations during an assigned work shift in a kitchen having several cooking stations serving a large number of meals. Such responsibility includes supervising one or more Cook II positions.

COOK IV: This is the first full supervisory level in the series. A Cook IV is responsible for the overall cooking operations in a kitchen having several cooking stations serving a large number of meals, and spends a predominant amount of time in planning, organizing, directing and coordinating cooking activities, including supervising cooks who are in charge of various work shifts.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

COOK I

1. Checks menus and secures sufficient raw and processed foods for cooking purposes;
2. Cooks vegetables, and prepares roasts and other meats;
3. Watches, flavors and stirs food while cooking is in progress;
4. May perform baking of pies, cakes, pastries and breads;
5. May supervise kitchen helpers;
6. Cleans and maintains tools, equipment and work areas;
7. May occasionally relieve a high level cook.

COOK II - In addition to the duties described above:

1. Estimates cooking periods and starts food in time to meet scheduled meal times;
2. Observes foods while cooking and determines appropriate cooking temperatures;
3. Seasons food;
4. Makes gravies, soups and broths;
5. Cooks vegetables and meat;
6. Makes pies, cakes, pastries and hot breads;
7. Supervises lower level cooks and others assisting in preparing meals;
8. May plan or revise menus.

COOK III - In addition to the duties described above:

1. Plans for and supervises the work of employees in a large kitchen;
2. Makes work schedules for employees;
3. Trains and instructs employees in cooking procedures;
4. Utilizes food to be cooked as economically as possible to avoid waste and to conserve supplies available;
5. Ensures that employees adhere to proper sanitation practices;
6. Reviews and evaluates the work performance of employees.

COOK IV

1. Plans, organizes, directs and coordinates the work of cooks and other kitchen employees;
2. Reviews work schedules of employees;
3. Trains and instructs cooks in the performance of tasks;
4. Organizes work and utilizes food supplies to make most economical use of food;
5. Ensures that cooking is completed by the designated meal times;
6. Inspects kitchen areas to ensure that employees adhere to proper sanitation and safety practices;
7. Submits requisitions for supplies and equipment;
8. Reviews and evaluates the work performance of employees;
9. May plan or revise menus;
10. May occasionally perform cooking activities.

KNOWLEDGE AND ABILITIES REQUIRED: *(The knowledge and abilities required in order to effectively perform the key duties for each of these classes are indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

"P" indicates prerequisite knowledge and abilities that must be brought to the job.
"A" indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.

| KNOWLEDGE OF: | COOK LEVEL | | | |
|--|------------|----|-----|----|
| | I | II | III | IV |
| 1. Principles and practices of quantity cooking | P | P | P | P |
| 2. Use and care of cooking utensils and equipment | P | P | P | P |
| 3. Methods of handling and storing perishable and non-perishable foods | P | P | P | P |
| 4. Kitchen safety and sanitation requirements | P | P | P | P |
| 5. Personal hygiene | P | P | P | P |
| 6. Kitchen management | | | A | P |
| 7. Principles and practices of supervision | | | A | P |
| 8. Food purchasing | | | P | P |
| 9. Menu planning | | | | P |
| ABILITY TO: | COOK LEVEL | | | |
| | I | II | III | IV |
| 1. Use and operate standard cooking equipment | P | P | P | P |
| 2. Perform routine manual tasks in the care and cleaning of a kitchen | P | P | P | P |
| 3. Understand and follow recipes and menus | P | P | P | P |
| 4. Follow oral and written instructions | P | P | P | P |
| 5. Work effectively with others and maintain good working relationships | P | P | P | P |
| 6. Instruct inmates, patients or other kitchen help | P | P | P | P |
| 7. Perform heavy lifting, moving and carrying typical of the class | P | P | P | P |
| 8. Estimate amounts of raw foods necessary to meet menu requirements | | P | P | P |
| 9. Plan cooking schedules to meet scheduled meal times | | P | P | P |
| 10. Plan menus and purchase food and kitchen supplies | | P | P | P |
| 11. Assign, review and evaluate the work of subordinates, and counsel and discipline them when necessary | | | P | P |
| 12. Arrange and maintain work schedules | | | P | P |
| 13. Maintain appropriate records and files | | | | P |

MINIMUM QUALIFICATION REQUIREMENTS

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

| Class Title | General Experience (Years) | Supervisory Experience (Years) | Total Experience (Years) |
|-------------|----------------------------|--------------------------------|--------------------------|
| Cook I | 1 | 0 | 1 |
| Cook II | 2 | 0 | 2 |
| Cook III | 3 | * | 3 |
| Cook IV | 3 | 1 | 4 |

General Experience: Progressively responsible experience which demonstrated knowledge and skill to perform general quantity cooking duties.

Quantity cooking is defined as experience in the daily preparation of meals in a restaurant, hospital, school, correctional facility or other large institution. Experience of this kind may be gained as a cook in a kitchen where large scale cooking operations are performed and a large number of meals are served daily.

For Cook I, experience as an apprentice or helper in a kitchen where large-scale cooking operations are involved may be considered if the experience demonstrated knowledge and skill in quantity cooking by performing a majority of the following tasks: preparing vegetables and fruits for cooking or for salads; assisting in cooking vegetables in bulk quantities by lightly seasoning, watching and stirring while cooking; preparing salads, sandwiches and other cold food items; making coffee and toast; boiling eggs; and cooking cereal, rice, macaroni, spaghetti and other foods which are simple to prepare.

For the Cook II level and above, the experience must have demonstrated knowledge of and ability to independently prepare various types of foods using various cooking methods (e.g., cooking meats, fish and poultry by various processes, such as roasting, baking, broiling and/or frying).

For the Cook III level, at least one year of experience must have been comparable the class Cook II in the State service.

Non-Qualifying Experience: Experience which is limited to serving food, cleaning kitchen areas, washing dishes; or experience limited to only one phase of cooking such as fry-cooking or baking, or to other kinds of work that do not afford the opportunity to acquire the knowledge and skills of quantity cooking will not be accepted as qualifying for the General Experience requirement.

Supervisory Experience: Work experience which involved: 1) planning, organizing, scheduling and directing the work of others engaged in quantity cooking activities; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

*For the class Cook III, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

1. An Associate in Science degree, from an accredited college in culinary arts, food service management, or comparable major, which demonstrated knowledge of quantity cooking, may be substituted for two (2) years of General Experience.
2. A Certificate of Achievement (at least 30 semester credit hours) from an accredited college in culinary arts, or comparable major, which demonstrated knowledge of quantity cooking, may be substituted for one (1) year of General Experience.
3. A Certificate of Completion (at least 12 semester credit hours) from an accredited college in culinary arts, or comparable major, which demonstrated knowledge of quantity cooking, may be substituted for six (6) months of General Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

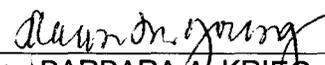
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the class specifications for the classes Cook I, II, III and IV, which were approved on January 30, 1985.

DATE APPROVED: 8/13/2012



BARBARA A. KRIEG
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