

**Posted: August 17, 2015**  
**Dept: Nutritional/Senior Services**  
**Salary: \$33,149.00**  
**Respond to: Town of Yorktown**  
**Human Resources Department**  
**By August 25, 2015**

## **COOK**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves the routine preparation, cooking and serving of a variety of foods in large quantities for use in a nutritional program. Supervision is exercised over Assistant Cooks and Food Service Helpers. Does related work as required.

### **EXAMPLES OF WORK:** (Illustrative Only)

Supervises and participates in the preparation, cooking and serving of food;  
Follows standardized recipes for accurate food preparation;  
Receives and inspects food to be cooked;  
Prepares, cooks, and serves meats, fish, poultry, sauces, soups, vegetables, desserts, salads, casseroles and other foods in quantity;  
Supervises and participates in cleaning of the kitchen, serving, storage, dining areas, and care of equipment;  
Supervises the inventory and care of foods and supplies;  
Keeps simple records on food and supplies usage;  
Attends menu planning conferences and in-service training classes as required;  
Keeps attendance records for employees;  
Plans work schedules;  
May plan menus;  
May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of the modern methods and equipment used in the preparation, cooking and serving of food in large quantities; good knowledge of cleaning methods, materials and equipment; some knowledge of nutritional values of foods; ability to supervise the work of others; ability to prepare, cook and serve food in large quantities; ability to plan with a view to economy and efficiency in the use of supplies, equipment and food; ability to interpret recipes and cooking measurements; ability to keep simple records and submit reports; ability to get along well with others; ability to understand and carry out oral and written directions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; cleanliness; initiative; physical condition commensurate with the duties of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:**

Three (3) years of experience where the primary function of the position was in the preparation, cooking, and serving of food on a large scale\*\*.

**\*\*DEFINITION:**

Large scale is defined as the preparation, cooking and serving of food for more than 200 people on a daily basis, either in an institutional setting such as a hospital, school, correctional facility, or nursing home, or in a catering hall or other related business where the primary function is preparing, cooking and serving food for more than 200 people on a daily basis.

**SUBSTITUTION:**

Satisfactory completion of 30 credits\* towards an Associate's Degree in Culinary Arts and Management or a related field may be substituted on a year for year basis for up to two (2) years of the specialized experience described above. All coursework must be verified by official transcript.

**NOTE:**

Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

**\*SPECIAL NOTE:**

Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

**Send, fax or e:mail resume, including salary history, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail [mqspurning@yorktownny.org](mailto:mqspurning@yorktownny.org). Equal Opportunity Employer.**

Towns, Villages,  
City of Peekskill  
J. C.: Non-Competitive  
FAA9  
1b

Job Class Code: 0304